

**IMPORTANT NOTICE
REQUEST TO START WORK**

Please take the time to read this document carefully, it details very important information to protect your rights under the above legislation.

If you require the work detailed on the contract to be started within the 14 day cancellation period you must make an **express request** for us to do this; without this request we will not start the work until after the cancellation period has expired.

If you **expressly request** us to begin the performance of **services** during the cancellation period, you will be **liable to pay us an amount which is in proportion to what labour has been performed**, should you subsequently decide to cancel within the 14 days. This amount is calculated on the basis of the total price of the service element, plus the cost of any materials used, or, if the total price is thought to be excessive, it will be based upon the market price of what has been supplied by comparing prices for similar services from other traders.

Once the contract is fully performed, you will lose the right to cancel and all money due for the service element will become payable, however the right to cancel the goods element remains unless they have all been incorporated in to your property as part of the service.

For **your protection** as well as ours, if you do want the work to start in the cancellation period, please detail in the box below why you need this and sign to show that you understand the impact this request has should you subsequently decide to cancel the contract.

To: **BUSINESS NAME AND ADDRESS, TELEPHONE NUMBER AND EMAIL**

Quotation date: Quote number:

Summary of work to be completed and reason why an express request to begin work has been made:

I understand that if I sign this express request I become liable to costs incurred as detailed above should I subsequently decide to cancel the contract within the 14 day cancellation period.

Print name(s):

Signed: Date: