

## Your right to cancel

You have the right to cancel this contract within 14 days without giving any reason. The cancellation period will expire after 14 days from the day of the conclusion of the contract, i.e. when we receive your written agreement to your letter of engagement.

To exercise the right to cancel, you must inform us of your decision to cancel this contract by a clear statement, for example a letter sent by post, fax or email to the address/fax number above.

You may use the attached model cancellation form, but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

### Effects of cancellation

If you cancel this contract under your right to cancel, we will reimburse to you all payments received from you.

We will make the reimbursement without undue delay and not later than 14 days after the day on which we are informed about your decision to cancel this contract.

We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

If you have asked us to begin the performance of services during the cancellation period, you shall pay us an amount in accordance with the services carried out during this period.

## Model cancellation form

To Shaw Gibbs Limited, 264 Banbury Road, Oxford, OX2 7DY

Email: [info@shawgibbs.com](mailto:info@shawgibbs.com)

I/We [\*] hereby give notice that I/We [\*] cancel my/our [\*] contract for the supply of the following services as set out in our engagement letter dated [date].

Client name

Client address

Signature of client (only if this form is supplied on paper)

Date

[\*] Delete as appropriate