

**From ELM Legal Services Limited**

Company Number 03962395 England and Wales

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CPA..... EOS ..... DATE .....

CONSULTANT .....

**The Consumer Contracts (Information, Cancellation and Additional Payments) Regulations 2013**

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 your appointment. This overrides any other cancellation period(s) stipulated in ancillary documents

To exercise the right to cancel, you must inform us of your decision to cancel this contract by a clear statement (e.g. a letter sent by post, or e-mail). You may also use the attached cancellation form on either the Consumer Protection Agreement (green form) which covers the Will instruction or your Engagement of Services (yellow form) which covers all other services 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.

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

We will refund the money by cheque unless you have expressly agreed otherwise. In any case, you will not incur any fees as a result of the refund.

If you requested to begin the performance of services during the cancellation period, you shall pay us an amount which is in proportion to what has been performed until you have communicated us your cancellation from this contract, in comparison with the full coverage of the contract.

**Your option to ask us to start work immediately.**

1. If this is the case please sign below.
2. If you agree that we may begin the drafting of your Will(s) before the end of the fourteen days, you acknowledge that, if we do begin the drafting of your Will(s) before the end of that period, then:
  - a. If the Wills have been completed and fully drafted , you lose the right to cancel,
  - b. If the Will(s) are partially drafted at the time of cancellation, you must pay us an amount proportional to the services supplied or we may deduct such amount from any refund due to you.
3. In order to withdraw an offer to contract or cancel any contract on the basis described, you must inform us of your decision to withdraw or cancel (as the case may be). You may inform us using the cancellation form(s) we make available to you. To make the cancellation deadline, it is sufficient for you to send your communication concerning the exercise of the right to cancel before the cancellation period has expired.
4. If you withdraw an offer to contract or cancel a contract, on the basis described, you will receive a full refund of any amount you have paid us in respect of the offer or contract except as described at 2b above.
5. We will refund the money by cheque unless you have expressly agreed otherwise. In any case, you will not incur any fees as a result of the refund.
6. We will process the refund due to you as a result of cancellation on the basis described above without undue delay and ,in any case , within the period of 14 days after the date on which we are informed of the cancellation.
7. These provisions only apply if you enter into the contract with us as a Consumer- that is acting wholly or mainly outside you trade, craft or profession, where the Contract is a distance contract within the meaning of the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.
8. You do not have to give any reason for your decision either to cancel or withdraw as the case may be.

Please sign here for work to commence 14 days from the date of your appointment **please be aware the company cannot be held responsible for any circumstances that arise in the cancelation period which may affect the distribution or administration of your estate.**

Signed on behalf of the company .....

Signed by the client(s)

A.....

B.....

**YOUR RIGHT TO COMMENCE WORK IMMEDIATELY**

As per the clauses above 1 through 8 the client has the right to ask the company to commence work immediately and this right can be exercised by signing the form below.

Signed on behalf of the company.....

Signed by the client(s)

A .....

B .....