

## Your cancellation rights

Consumers like you have rights to cancel an agreement with a business during a 'cooling off period' in certain circumstances. This is a law contained in the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. The purpose of this information sheet and cancellation form is to explain to you how you can exercise the rights if you would like to do so. Further information is below.

## Your right to cancel

You have the right to cancel this contract within 14 days without giving any reason (the 'cooling off period'). This cancellation period will however expire after 14 days from when we entered into a contract. You may not recall the exact date you agreed to work with us so try to make sure you exercise any right to cancel within 14 days of the date of our client care letter and call us if you are unsure when the cooling off period expires. After 14 days you will no longer have the right to cancel without paying anything. If you want to cancel within the cooling off period you need to tell us clearly in writing (e.g. by email or a letter sent by post). Please use the contact details for your lawyer as detailed above in the Client Care information sheet. You can use the cancellation form below but you can also send your own letter or email. After the cooling off period our normal terms and charges apply.

## Starting work during the cooling off period

We do not normally begin work with a client during the 14 day cooling off period. However, if you wish to us to begin work urgently then you can tell us clearly in writing by letter or email that you are happy to waive your right to cancel during the cooling off period and we may then be able to proceed. Please use the contact details for your lawyer as detailed above in the Client Care information sheet. If you do ask us to do this then you will lose your right to cancel without having to pay any of our costs. If you later cancel within the 14 day cooling off period then we may charge you the relevant proportion of our fees incurred during that time period. After the cooling off period our usual charges and terms apply.

## Effects of cancellation within the cooling off period

If you cancel this contract within the cooling off period, our obligations under our terms and our contract more generally with you will immediately end. This could have an impact on your legal matter. We would pay you back all payments received from you without undue delay and no later than 14 days after we receive your notice to cancel your contract with us. We will make the repayment to you using the same method of payment as you used to initially pay us, unless you have expressly agreed with us otherwise. Whatever method we use to repay you we shall ensure that you do not incur fees as a result.

## How to cancel: only sign this section if you do NOT wish to work with us

To: Vas Solicitors

I / We [FIRM TO INSERT CLIENT NAME OR NAMES] hereby give notice that I / We cancel the contract for legal services with you dated [FIRM TO INSERT DATE OF CLIENT CARE AND TERMS DOCUMENTATION]

Signature(s) .....  
Date .....  
Client name(s): .....  
Client Address: .....