

Your cancellation rights

You have a right to cancel this agreement under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 within 14 days without giving any reason. The cancellation period will expire after 14 days.

To exercise the right to cancel, you must inform us of your decision to cancel this agreement by a clear statement (e.g. a letter or email), quoting your client reference number. Our contact details are as set out in the covering letter.

To meet the cancellation deadline, please send this before the expiry of the 14th day cancellation period.

Effects of cancellation

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

We will make the reimbursement without undue delay, and not later than:

- a) 14 days after the day we supplied services, or
- b) if there were no services supplied, 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 requested us to commence work during the cancellation period, you shall pay us an amount which is in proportion to the work that has been performed on your behalf until you have communicated to us your cancellation from this contract, in comparison with the full coverage of the agreement.

Instructing us and waiving your rights

You may request that we begin work during the cancellation period. If you would like us to do so then please confirm those instructions by returning the request to start work form overleaf completing section 2b. If you request us to begin work during the cancellation period, you will be liable to pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation from this contract, in comparison with the full coverage of the contract. If the agreement has fully completed within the cancellation period, you will lose the right to cancel and will be liable to pay in full.

Request to cancel work or commence during cancellation period

1. Your details

Your name

Name of solicitor

Matter description

Your reference

Your address

2a. Cancelling your agreement

I/We hereby give notice to Mayo Wynne Baxter that I/we cancel my/our agreement to commence work on the above client matter during the 14-day cancellation period.

Signed

Date

Name

2b. Instructing us during cancellation period

I/We instruct Mayo Wynne Baxter to commence work on the above client matter during the 14-day cancellation period. I/We understand and acknowledge that if I/we subsequently cancel during the 14-day cancellation period, I am/we are required to pay for the work you have done on a pro-rata basis. This will be an amount which is in proportion to what has been performed, until I/we told you that I/we wished to cancel, in comparison with the full coverage of the agreement. I/We further understand and acknowledge that I/we will lose the right to cancel and will have to pay in full once the agreement had been fully performed (i.e. you complete the work) even if this happens within the cancellation period.

Signed

Date

Name

3. For office use only

By/for and on behalf of Mayo Wynne Baxter.

Signed

Date

Name