

No. _____

Amount due

☐ **Not VAT registered.** No VAT has been charged. ☐ **Reverse charge:** VAT Act 1994 Section 55A applies. Customer to pay the VAT to HMRC.

Terms (deposit, payment, changes, cancellation fees)

Your right to cancel (for homeowners, when the job is agreed away from our premises or at a distance)

You have the right to cancel this contract within 14 days without giving any reason. The 14 days start on the day you accept this quote. To cancel, tell us clearly (by letter or email) at the details above. You can use the form below, but you don't have to. We will refund any payment you have made within 14 days of being told you are cancelling.

If you ask us to start work within the 14 days and then cancel, you will pay for the work done up to the point you tell us you are cancelling. Once the work is fully finished you can no longer cancel.

☐ I ask you to start the work within the 14-day cancellation period.

Cancellation form (complete and return only if you wish to cancel)

To: _____

I/We hereby give notice that I/We cancel my/our contract for the supply of the following service:

Accepted on: _____ Name: _____

Address: _____

Signature (only if on paper)

Date

Acceptance

I accept this quote and its terms.

Signed

Name

Date