

**Your right to cancel your Contract**

“Contract” means the agreement between you and me, Vanessa Santomauro to carry out Notarial Services. “Notarial Services” means those outlined in the engagement letter.

In accordance with the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you have the right to cancel your Contract in certain circumstances provided that it is cancelled within a cancellation period of fourteen days beginning with the day after the Contract was entered into. This right will only apply where we have entered into an ‘off-premises contract’ or ‘distance contract’. The former will apply where we conclude the Contract in a place which is not my place of business (e.g. your home) and the latter will apply where we conclude the Contract but without face-to-face contact through any means of distance communication (for example, by phone, post or by email).

If you wish to cancel the Contract, you need to send a Cancellation Notice, that is, a written notice that you wish to cancel the contract. You can use the Cancellation Notice provided below, if you wish, but you do not have to do so. Alternatively, you can send your notification to me by email or post.

Any Cancellation Notice should be delivered or sent to: Vanessa Santomauro of 13 Gosfield Road High Garrett Braintree Essex CM7 5NZ or by email to [vanessa@vsnotary.co.uk](mailto:vanessa@vsnotary.co.uk) .

A Cancellation Notice will be treated as being served as soon as it is posted or sent to me or in the case of an electronic communication from the day it is emailed to me.

If you instruct me in writing to do any work urgently before the cancellation period expires and before issuing a Cancellation Notice, then even if you later cancel the Contract you will be required to pay for goods or services supplied before the cancellation, including any disbursements or other sums incurred on your behalf (e.g. agent’s fees, FCDO fees for an apostille, etc.) in accordance with the payment terms set out in my letter of engagement.

Terms and Conditions of Business will be provided for you explaining how you may terminate your instructions to me thereafter.

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**Cancellation Notice**

If you wish to cancel the Contract you MUST DO SO IN WRITING within 14 days and deliver it personally or send it by post or e-mail to the person named below. You may use this form if you want to, but you do not have to. You should complete, detach and return this form ONLY IF YOU WISH TO CANCEL THE CONTRACT.

To: Vanessa Santomauro of 13 Gosfield Road, High Garrett, Braintree, Essex CM7 5NZ

I/we hereby give notice that I/we wish to cancel my/our Contract relating to.....

Signed: .....

Name and address: .....

Date: .....