

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

Instruction to commence work/services within 14 days

To be sent to PBSC if the client requires PBSC to begin (and, where applicable, complete) the supply of a service before the end of the cancellation period (14 days) provided for in regulation 30(1) of The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

Sending this instruction is confirmation of the client's express request for PBSC, where possible, to begin the supply of a service within 14 days. This request places no obligation on PBSC to do so, unless otherwise agreed by PBSC in writing. Beginning the supply of a service is subject to PBSC's availability and conditions of engagement.

Nothing herein affects any other conditions of engagement set out nor any other statutory rights.

I/we the sender* understand that where **The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013** applies, we have a right to cancel within 14 days of entering into an "off-premises contract" with PBSC.

I/we* make this **express requirement for the supply of a service to commence within the cancellation period** therefore, in accordance with the Regulations (Part 3 paragraph 36(4)), if we do subsequently exercise our statutory right under the Regulations to cancel the contract within the cancellation period then we understand the requirement that we must pay to PBSC an amount for the supply of the service (or other costs incurred/committed to) during the period for which it has been supplied, ending with the time when we have informed PBSC of our decision to cancel the contract.

I/we* understand that the amount payable will be calculated as a proportion of the amount of the service that has been undertaken (or supplied) against the total price agreed in the contract. Until otherwise advised, PBSC estimate the following will be the **minimum** amounts payable:

14th day:	Mon	Tue	Wed	Thu	Fri
			Day Cancelled		
			(cancellations received after 5:30pm; or on weekends; or on bank holidays will be treated as being received the next working day)		
Amount payable					
75%	Mon	Tue	Wed	Thu	Fri
50%	Fri	Mon	Tue	Wed	Thu
	Thu	Fri	Mon	Tue	Wed
25%	Wed	Thu	Fri	Mon	Tue
	Tue	Wed	Thu	Fri	Mon
10%	prior Mon or before	prior Tue or before	prior Wed or before	prior Thur or before	prior Fri or before
NB Where site visits/meetings have taken place or drawings/reports provided then higher proportions up to 100% of the total price (or stage price) may be payable.					

I/we* acknowledge that if having made this **express requirement for the supply of a service to commence within the cancellation period**, and that either the supply of the services has been fully performed or digital content has been supplied not on tangible medium then in accordance with the Regulations (Part 3 paragraph 36(2) and/or 37(2) cease to have the right to cancel.

* I/we being identifiable by our name(s) & signature(s) below, or by attachment of this document to an e-mail identifiable that I am/we are the legitimate sender.

Print, sign and date below if not being returned by email

Print	Sign	Date
TO BE RETURNED Or	BY POST TO: PBSC, 1a Penn Road, Hazlemere, High Wycombe, HP15 7LN BY EMAIL TO: CCRegs@smartsurveyor.co.uk	