



Standard Terms of Business

This summary sets out the basis on which we will carry out work on your case.

Place and Hours of Business

Our Head office is located at Ivy House, Wheelock Street, Middlewich Cheshire CW10 9AB.

Our Wales office is located at Llandudno Town Hall, First Floor Lloyd Street Llandudno LL30 2UP

Our normal office hours are from 9.00am to 5.00pm Monday to Friday (albeit we close daily for 1 hour for lunch). Appointments can be arranged at other times to include evening and weekend appointments, albeit we reserve the right to charge extra for appointments outside of routine office hours.

People Responsible for your Work

Miss Julia Ann Brown, the Principal Solicitor, is the solicitor with overall responsibility for your matter. Your client care letter will specify which member of our team will have day to day conduct of your case.

From time to time all of our team members, Julia Brown the Principal, Sharon Whiston and Rhianon Compton our Consultant Solicitors and Olivia Brown our Trainee Solicitor may also undertake work on your file.

Resolution

The Principal, is a Specialist Accredited Member of Resolution. It is an organisation of Family Lawyers that aims to promote a fair and conciliatory solution to the issues arising at times of family breakdown or crisis. Resolution lawyers adhere to a Code of Practice (the code appears on the Resolution website www.resolution.org.uk). Although the Code is prepared for Solicitors, it is designed to benefit you in the way the work is undertaken. We will try to conform to the Code in dealing with your case.

Sharon Whiston is also a Member of the Law Society Family Panel. We will also adhere to the Law Society's Family Protocol, which embraces the Code of Practice (see Law Society Protocol).

Our commitment and service to you

Your instructions are to provide legal services. Our Commitment is that we will use reasonable care and skill to:-

- (a) Carry out your legal work in accordance with your reasonable instructions.
- (b) Explain to you the legal work that may be required.
- (c) Ensure that your interests are represented.

- (d) Ensure that you understand any financial risk that you may be taking.
- (e) Keep you regularly informed of progress.
- (f) Try to use plain language.
- (g) Try to be available to deal with your queries and concerns.

In specialised matters and in other appropriate cases you are advised to seek professional assistance from an appropriate advisor (e.g. accountant, architect, broker, surveyor, barrister etc).

We will provide you with a quality service in a friendly manner, explaining what we are doing on your behalf and why, and regularly reporting progress on the matter to you by way of telephone, email or letter. We will communicate with you in plain language. We will explain to you the legal work required as your matter progresses and keep you regularly updated as to the likely costs. We will update you on whether the likely outcomes still justify the likely costs and risks associated with your matter whenever there is a material change in circumstances. We will update you on the likely timescales for each stage of this matter and any important changes in those estimates. We will continue to review whether there are alternative methods by which your matter can be funded.

We will need you to provide us with clear and timely and accurate instructions. You will also need to provide us with all documentation required to complete the transaction in a timely manner

Complaints

Family Legal is committed to high quality legal advice and client care. In the unlikely event that you are unhappy about any aspect of the service you have received or about the bill, please contact Miss Julia Brown on 01606 841273 or email jb@famlegal.co.uk or by post at the address above. We have a procedure in place which details how we handle complaints which is available on request.

If you are not satisfied with our handling of the complaint, you may refer it to the **Legal Ombudsman at PO Box 6167, Slough, SL1 0EH**. Before accepting a complaint for investigation, the Legal Ombudsman will check that you have tried to resolve your complaint with us first. Any complaint you refer to the Legal Ombudsman must be brought within six months of receiving a final response to your complaint, and no more than one year from the date of the act or omission being complained about; or no more than one year from the date when the complainant should have realised that there was a cause for complaint. For further information you can contact the Legal Ombudsman on 0300 555 0333 or at **www.legalombudsman.org.uk**.

Charges, Costs and Billings

Whenever we open a matter for you, we will advise you as to how our charges are to be calculated. In most cases our charges will be based on the time spent. Costs on abortive files will be charged unless we specify otherwise, such charges will be billed to you at the hourly rate for the work done unless agreed otherwise.

Time spent will include, amongst other things, meetings with you and others relevant to your matter, reading and preparing documents, correspondence, telephone calls, correspondence, time spent on travelling, attendance at Court and any other work required.

The length of time that we anticipate it will take to deal with your matter will be set out in the Costs & Time Estimate or otherwise in writing.

We record time spent on your matter in units of six minutes. The current hourly rates which we apply (unless otherwise agreed) are:

- Julia Brown – Principal £350.00 plus VAT (£420)
- Sharon Whiston (Consultant) £300.00 plus VAT (£360)
- Rhiannon Compton (Consultant) £300.00 plus VAT (£360)
- Olivia Brown (Trainee Solicitor) £300.00 plus VAT (£360)

These rates will not be changed without informing you in advance.

They will be reviewed on (or around) 1st April each year. In addition to time spent, we may take into account other factors that affect the amount charged to you, such as the need to work outside normal office hours, the complexity of the matter, the number and importance of documents involved, the amount or value of the transaction, if the proceedings (actual and contemplated) are in a London Court, and any special priority or urgency that is involved.

Where our charges reflect any of these factors we will explain this to you.

Where a fixed fee has been agreed, we will only deviate from it if the nature of the transaction changes and upon prior notice to you. In the event that a fixed fee has been agreed but the matter does not proceed to a conclusion, our fees will be charged at the hourly rate together with any outstanding disbursements.

We will give you an estimate of fees at the outset and if it needs to be revised during a matter we will tell you. An estimate is only an estimate and, though given in good faith, no estimate given by us is fixed or binding.

It may be convenient or more cost effective for other members of the Family Legal team to work on your case to ensure that your matter is handled promptly and efficiently. However, the person with conduct of your case will retain overall supervision.

Monies spent or to be spent on your behalf (payments to third parties) (DISBURSEMENTS)

At various stages in a transaction we may have to pay out money on your behalf, for example Land or Probate Registry fees, court fees, counsel's fees, expert's fees, courier's fees, travelling fees and so on. We will endeavour to provide you with an estimate of disbursements at the outset and as the matter progresses. We are not obliged to make these payments unless we are in possession of cleared funds or we are otherwise satisfied that funds will be available to reimburse these expenses. If we require cleared funds then we must receive any cheques or bankers drafts payable to us in respect of those disbursements at least eight working days before the monies are to be paid out. We will charge you interest on all sums paid out by us on your behalf when we have requested funds from you.

Invoicing and Payment Arrangements

We will agree with you, and confirm in the Costs & Time Estimate or otherwise in writing, how and when we will invoice and be paid for the work carried out on your behalf.

If we accept instructions from more than one person, each person will be liable for the entire amount of our fees and expenses.

Your transaction will usually be billed regularly depending on the value of the work undertaken and in any event each monthly.

If we send you an invoice for our fees or for expenses, and there is insufficient money held to your credit in our client account to discharge such fees, we will require immediate payment of the balance of the invoice.

If an invoice balance remains outstanding for more than 28 days, we may cease acting for you, and will be entitled to charge interest which may be charged at a rate of 8% per annum.

As the instructing client you are responsible for payment of our charges.

You have the right to object to the bill and apply to the Court for an assessment of the bill under Part III of the Solicitors Act 1974.

We are VAT registered and VAT will be added to all charges. Vat is charged at 20%. Our VAT number is **476 8475 32**

We are able to accept standing order payments, and we accept most major debit and credit cards. We do not accept American Express.

We do not accept cash payments in excess of £500 throughout the matter. We only accept payment in GB Pounds.

Responsibility for costs and the effect of cost orders

We have mentioned to you that we do not offer Public Funding (known as legal aid). You have instructed us to proceed on a private basis.

In some cases and transactions you may be entitled to payment of costs by some other person. It is important that you understand that in such circumstances, the other person may not be required to pay any or all the charges and expenses which you incur with us. You have to pay our charges and expenses in the first place and any amounts which can be recovered will be a contribution towards them.

You will also be responsible for paying our charges and expenses of seeking to recover any costs that the court orders the other party to pay to you.

A client who is unsuccessful in a court case may be ordered to pay the other party's legal charges and expenses. That money would be payable in addition to our charges and expenses. Arrangements can be made to take out insurance to cover liability for such legal expenses. Please discuss this with us if you are interested in this possibility.

Insurance – before the event

You should not overlook the possibility that the cost of bringing or defending legal proceedings might be covered by one or more of your existing insurance policies. Legal expenses insurance is often sold as an optional extra, or you may have taken out insurance against specific risks which would cover the circumstances of this case. If you have any doubt about this, you should review your insurance cover and/or contact your insurance broker.

Insurance – after the event

Insurance can also be taken out after a dispute has arisen in relation to certain disputes. These tend to be 'civil' type claims rather than claims in connection with family breakdown, but please ask me whether insurance may be available in relation to your case if you wish to consider it as an option. Legal expenses insurance can cover your own legal costs if the case is unsuccessful and also any legal costs that you are ordered to pay to the other person. 'Costs' includes fees, disbursements and expenses and VAT where applicable. Premiums for this type of insurance range from about 15% to 40% of the sum insured, depending on the type of case. Under some policies, the premium is reimbursed if the claim is unsuccessful. If the case is successful, you may well be able to recover the cost of the premium (or a proportion of it) from the other person.

Please note that most insurance policies do not pay out if you are successful with your claim but fail to recover any money as a result of the other person's insolvency. The terms of any insurance policy will require me to make regular reports to your insurers. If there are any material changes in the circumstances of the case, these will have to be notified. Please let me know if you would like some further details about possible insurance cover. I should be able to provide you with some information

about insurance products, but I will not be in a position to advise you as to their respective merits. You should speak to an insurance broker about this.

Interest Payments

If we hold monies on your behalf interest will be calculated and paid in accordance with the Solicitors Accounts Rules 1998, a copy of which is available on request.

Please note that at present we do not hold client monies and you therefore should not make any direct payment to us unless you have been advised to do so.

Limitation and exclusion of liability

In common with other professional advisers, it is the firm's policy, on all matters on which the firm is instructed, to exclude and/or limit its liability to clients in certain situations.

Our insurance covers £2 million and the insurer can be contacted at Travellers Insurance Company Limited Registered Office, Exchequer Court, 33 St Mary Axe, London EC3A 8AG. Please note, in particular, that it will be Family Legal that provides the services to you and that Family Legal's liability to you will be limited to £2 million on each matter on which it is instructed unless otherwise agreed in respect of that specific matter.

Liability

To the extent permitted by law and by professional regulation, any liability to you (on the part of any person) in connection with or arising directly or indirectly from any matter in which we are instructed, whether arising in contract, tort, negligence, equity, breach of statutory duty or otherwise, shall be limited to an aggregate amount of £2 million. This limit will apply on all claims of any sort whatsoever or howsoever arising and for all losses or damage including interest, costs and expenses.

In any event, and unless otherwise agreed in writing, we will not be liable to you in respect of any matter that may require further action or advice once we have completed a transaction and/or ceased work on a matter including (by way of example and not intended as an exhaustive list) advice on significant dates, limitation of action, and other such matters. If you agree with any other person (for example, another adviser) in connection with a matter or case on which we are advising or acting for you, that their liability to you is limited or excluded, and if, but for your agreement with them, we would be able to seek from them a contribution or indemnity in respect of our liability to you, to the extent permitted by law and by professional regulation, you agree that we will not be liable to you for any amount in excess of the amount you are able to recover from that other person, having regard to your agreement with them.

Family Legal holds professional Liability Insurance to cover advice rendered and transactions conducted in accordance with English Law. The name and address of our Professional Liability Insurers are set out below.

Our services are provided for your sole use. They are confidential to you. You should not disclose our advice, in whole or in part, to any third party unless we agree in writing. We accept no liability to any third party to whom our advice is provided. Except as set out above, no provision of our contract with you is intended to be enforceable pursuant to the Contracts (Rights of Third Parties) Act 1999. Accordingly, no third party shall have any right to enforce or rely upon any provision of our contract with you.

We will not be liable to you if we are unable to provide services, or the provision of our services is delayed, as a result of any cause beyond our reasonable control. In the event of any such occurrence affecting us, we will notify as soon as reasonably practicable.

Nothing in these Terms limits our liability in respect of:

- (a) death or personal injury caused by our negligence or that of our employees or agents;
- (b) our fraud or our reckless disregard for our professional obligations or that of our employees or agents.

Money laundering

In order to comply with its statutory obligations, the firm operates an anti-money laundering reporting procedure. If the firm knows or suspects that you (or any other person involved in this matter) are involved in money laundering or hold the proceeds of crime, the firm may be required by law to make a report to the Serious Organised Crime Agency (SOCA) and if notification is made, the firm is prohibited from advising the suspected person that it is doing so. These requirements override the firm's duty of confidentiality to you.

Proceeds of crime are assets or income that have been acquired through some illegal activity, for example drug-trafficking, non-payment of tax or fraudulently obtaining benefits. If a report is made to SOCA, the firm must stop work on the matter until it is authorised by SOCA to proceed. Any fees, disbursements and expenses incurred in complying with the above will be charged to you. There may be circumstances in which the firm considers that it is obliged to make a report to SOCA which it later turns out was not required by law. By instructing the firm you agree that such reports can be made. The firm cannot accept responsibility or liability for any loss, damage or expense (whether direct, consequential or otherwise) arising from any delay or otherwise as a result of making any reports to SOCA and ensuring compliance with its statutory obligations

Proof of Identity and Money Laundering Precautions

The law requires solicitors as well as banks, building societies and others, to obtain satisfactory evidence of the identity of their clients. This is because solicitors who deal with money and property on behalf of their client can be used by criminals wanting to launder money.

To comply with the law, we need to get evidence of your identity as soon as possible. We would be grateful therefore if you would provide us with either of the following:

- your current photocard driving licence, correctly showing your current address, or
- your passport, plus
- an item of evidence to prove your address, such as a recent utility bill, recent council tax demand or bank statement.

If you cannot provide such evidence please tell us and we will advise what alternative evidence may be acceptable. Please do not send us any funds until the identification procedures have been carried out.

Solicitors are obligated to keep the affairs of their clients confidential. However, solicitors may be required by statute to make a disclosure to the Serious Organised Crime Agency where they know or suspect that a transaction may involve money laundering or terrorist financing. If we make a disclosure in relation to your matter, we may not be able to tell you that a disclosure has been made. We may have to stop working on your matter for a period of time and may not be able to tell you why.

We accept payment by cheque or cash. Please note that we are normally only able to accept cash up to a limit of £500 in any 28 day period. If you try to avoid this policy by depositing cash directly with our bank, we may decide to charge you for any additional checks we decide are necessary to prove the source of the funds.

Where we have to pay money to you, it will be paid by cheque or bank transfer. It will not be paid in cash or to a third party

It is a condition of accepting instructions that you provide such evidence as is requested in order to verify your identity and, when requested, the source of your funds. If insufficient evidence is provided we will not be able to act and reserve the right not to accept or to terminate instructions. We are obliged to keep records of the evidence of your identity, and a record of transactions relating to you, for at least five years.

We will not be liable for any loss, damage or delay arising out of the firm's compliance with any statutory or regulatory requirement.

Other advice

We are not qualified to give you advice on tax. You should obtain advice regarding taxation from an accountant.

We are not permitted or authorised to give you financial advice. If you require financial advice, you should obtain such advice from a specialist Independent Financial Advisor.

We are not trained counsellors, if you are finding the breakdown of your relationship difficult to cope with emotionally you may benefit from professional assistance from a Family Counsellor/ Coach..

Professional Indemnity

We maintain professional indemnity insurance with Travellers Insurance Company Limited Registered Office, Exchequer Court, 33 St Mary Axe, London EC3A 8AG. The policy applies to any claim arising or made against us anywhere in the world where legally permissible. Details of the limits of the level of each claim covered can be provided on request.

Confidential documents

The court can impose penalties, both civil and in some cases criminal, where confidential documents are obtained illegally. That includes taking copies of documents that are deemed confidential and in certain circumstances if you then provide me with copies of those confidential documents or the originals, I would not be able to act for you. This is a complex area and I suggest that if you have any queries at all about the appropriateness of obtaining information about financial circumstances that is not directly in your control, we discuss the issues in advance. The definition of documents extends to electronic data, including that stored on a computer or telephone. In family proceedings you are under a duty to keep all financial information you receive about the other person confidential. Naturally you may discuss that information with this firm, but it is not to be used for any other purpose. To do so may put you in contempt of court.

Under the Fraud Act 2006, dishonestly failing to disclose information that you are under a legal duty to disclose (which would apply to disclosure in financial proceedings on divorce) may also result in criminal prosecution.

The other person is under the same duty in respect of disclosure. If you believe that a true account of the other person's financial circumstances may not be or has not been given, I recommend that you seek my advice urgently before taking any steps to obtain financial information about the other person. The law is complex in this area and any action you might wish to take could be in breach of the criminal and/or civil law, which means that you could be prosecuted and potentially imprisoned and/or sued for damages.

Media

Should your case go to court, there is a possibility that accredited media will be present. However, the fact that they are present does not mean they will automatically have the right to report what takes place. Further information about this possibility will be provided to you as appropriate.

Communications, privacy and the duty of disclosure

In family proceedings, it is vital that you keep the firm fully up to date with any change in your circumstances. I take this opportunity to make you aware that the court rules relating to financial matters require each person to provide to the other person full details of their financial position, supported by documentary evidence. This process is known as disclosure and is the basis of meaningful negotiations. It is unlikely that any proposals you make for financial settlement will be accepted if full disclosure has not been made. The duty of disclosure is an ongoing duty and continues up until any court order is made, not just at the outset. If your financial or personal position changes during the negotiations or court proceedings you must inform me so that those changes may be disclosed to the other person, if relevant. If full disclosure is not made by you, this could seriously hinder negotiations. In certain circumstances, this may result in any agreement reached being subsequently overturned, in costs penalties or in a punitive award being imposed by the court against you.

There are very strict rules relating to the privacy of others regarding their letters, documents and data. You must not copy, read or download any private information belonging to a third party. In family cases the courts will take an extremely dim view if any breaches of privacy take place, and there can be very serious civil and criminal consequences when a party does breach the privacy of another. Please do not be tempted to look at private emails, documents or letters belonging to your ex-partner or any other person or organisation. If you ignore this warning and breach the privacy of another, then we may be prevented from continuing to act for you.

Storage of Deeds and Documents

We do not keep or store any Wills, Deeds and other securities.

Storage of Files

After completing the work, we will be entitled to keep all your papers and documents while there is still money owed to us for fees and expenses (known as a lien). Where work has been completed on your behalf we will retain files for such period as is required by law or recommended by Law Society guidance. Thereafter we reserve the right to destroy them in a confidential manner without further notification. If you require access to your file then please contact us.

If we take papers or documents out of storage in relation to continuing or new instructions to act for you, we will not normally charge for such retrieval.

However we may charge you both for:

- time spent producing stored papers that are requested (we charge a file retrieval fee of £25 plus vat (£30))
- reading, correspondence or other work necessary to comply with your instructions in relation to the retrieved papers- charged at the hourly rates as set out above.

File Audits/ Vetting

External firms or organisations may conduct audit or quality checks on our practice. These external firms or organisations are required to maintain confidentiality in relation to your files

Termination

We are not obliged to accept instructions on any new matter, but if we have accepted instructions to act, we may only stop acting for you for good reason (e.g. if you do not pay a bill, if you do not give me clear or proper instructions, if there has been an irretrievable breakdown in trust and confidence) and upon giving you reasonable notice.

If at any stage you do not wish us to continue doing work and/or incurring charges and expenses on your behalf, you must tell us this clearly in writing. We can keep all your papers and documents while there is money owed to us for fees and expenses. You will need to pay our charges up until that point.

We may decide to stop acting for you with good reason, e.g. if you do not pay an interim bill or there is a conflict of interest. We must give you reasonable notice that we will stop acting for you. If you or we decide that we should stop acting for you, you will pay our charges up until that point. These are calculated on an hourly basis plus expenses or by proportion of the agreed fee as set out in these terms and conditions

Outsourcing of Work

Sometimes we ask other companies or people to do other work on our files to ensure this is done promptly. We will always seek a confidentiality agreement with these outsourced providers. If you do not want your file to be outsourced, please tell us as soon as possible.

Data Protection & Privacy Policy

All information that we hold concerning you as an individual will be held and processed by the firm, and any sub-processors at our behest, strictly in accordance with the provisions of the EU General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679, and the UK Data Protection Act 2018 (DPA). We will use such data to provide you with legal services. We will not supply your name and address to any third party except where such supply is a part of the services we undertake, or the marketing of such services, or where we are required to do so by operation of law. Your rights under the GDPR and DPA are set out in our privacy policy on our website. We suggest that you read it as soon as possible. If you require a copy of the privacy policy to be sent to you, please let us know and we can arrange this.

Should you have any queries concerning this right, please contact our Julia Brown on enquiries@famlegal.co.uk

We use the information you provide primarily for the provision of legal services to you and for related purposes including:

- updating and enhancing client records
- analysis to help us manage our practice
- statutory returns
- legal and regulatory compliance

Our use of that information is subject to your instructions, and our duty of confidentiality. Please note that our work for you may require us to give information to third parties such as expert witnesses and other professional advisers. You have a right of access under data protection legislation to the personal data that we hold about you.

We may from time to time send you information that we think might be of interest to you. If you do not wish to receive that information please notify our office in writing

Equality and Diversity

We are fully committed to equality and diversity in all of its functions. We believe that everyone has a right to be treated with dignity, fairness and respect and we seek to ensure that the principles of fairness and equality of opportunity underpin all our policies, practices and procedures.

Client Satisfaction

We aim to put clients first. From time to time we may send you a client satisfaction survey seeking your comments and opinions on the service we provide and would greatly appreciate any feedback. However, if you have any views on our service, please do not wait for a form, let us know.

Governing Law and Jurisdiction

These Terms and any dispute or claim arising out of or in connection with them (including non-contractual disputes or claims) shall be governed by the law of England and Wales and the Courts of England and Wales shall have exclusive jurisdiction.

Distance Selling or contacts made off premises, in homes or workplaces or during excursions

If we have not met with you, or have met with you at a venue off site, i.e. at your home, work place or at an external venue and have entered/ or have offered to enter into a contract with you the Consumer Contracts Regulations 2013 apply to this file.

Right to cancel

You have the right to cancel this contract within 14 days without giving any reason.

The cancellation period will expire after 14 days from the day of the conclusion of the contract.

To exercise the right to cancel, you must inform us Family Legal Solicitors of Ivy House, Wheelock Street, Middlewich Cheshire CW10 9AB Tel: 01606 841273, email: enquiries@famlegal.co.uk of your decision to cancel this contract by a clear statement (e.g. a letter sent by post, fax or e-mail). You may use the attached model cancellation form, but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

Effects of cancellation

If you cancel this contract, we will reimburse to you all payments received from you, including the costs of delivery (except for the supplementary costs arising if you chose a type of delivery other than the least expensive type of standard delivery offered by us).

We may make a deduction from the reimbursement for loss in value of any goods supplied, if the loss is the result of unnecessary handling by you.

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

- (a) 14 days after the day we receive back from you any goods supplied, or
- (b) (if earlier) 14 days after the day you provide evidence that you have returned the goods, or
- (c) if there were no goods 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.

Urgent Request for us to start work

Once we have started work on your file, you may be charged 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 you then cancel your instructions. **If you would like us to start work on your file within the next 14 days please sign and return these terms of business and advise that work is commenced straight away by signing the declaration below.**

Family Legal

Principal Solicitor Miss Julia Ann Brown

Authorised and Regulated by the Solicitors Regulation Authority under SRA Number 564037

Head Office: Ivy House, Wheelock Street, Middlewich Cheshire CW10 9AB Tel:01606 841273

We operate in accordance with the Solicitors Code of Conduct 2011, as amended from time to time. Details of the Code of Conduct can be found on the website of the Solicitors Regulation Authority at

www.sra.org.uk

Agreement

If you continue to instruct us to act on your behalf, those instructions will amount to acceptance on your part of these terms of Business. However we would be obliged if you would sign date and return to us the enclosed copy within seven days so that we can be confident that you understand the basis upon which we will act for you

Signed

Signed

Dated

**** I confirm that I would like you to start work on my file with immediate effect and that I am aware once work has been started I may be charged for such work event.**

Signed

Signed

Dated

Cancellation of Instructions Request

To Family Legal Solicitors of Ivy House, Wheelock Street, Middlewich Cheshire CW10 9AB Tel: 01606 841273, email: enquiries@famlegal.co.uk:

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

Received on

Name of consumer(s),

Address of consumer(s),

Signature of consumer(s) (only if this form is notified on paper),

Date