

Notice of Right to Cancel Instructions

All customers must be provided with both a verbal and written Notice of Right to Cancel for any sale conducted outside a standard place of business (e.g. in a customer's home, at a state fair, at a trade show, expo, etc.).

If you do not have your own Notice of Right to Cancel, you may use the notice provided on the following pages. For each transaction, complete the following fields:

- Date of Transaction
- Business/Seller Name
- Seller's Street Address, City, State, and Zip Code
- Not Later than Midnight of Date

You will need to retain the merchant copy and provide the buyer(s) with two copies. If the buyer wishes to cancel the transaction, they must sign one document to mail to your business and retain the second copy for their records. The buyer should only sign the document if they wish to cancel the transaction.



For information on your responsibilities related to providing a Notice of Right to Cancel, please visit:

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/cooling-period-sales-made-home-or-other>, or
<https://www.consumer.ftc.gov>.

You, the Buyer, may cancel this transaction at any time PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY (FIFTH BUSINESS DAY IN ALASKA OR MARYLAND, FIFTH BUSINESS DAY IN CALIFORNIA IF YOU ARE 65 OR OLDER OR SEVENTH BUSINESS DAY FOR REPAIR OR RESTORATION OF RESIDENT PREMISES DAMAGED BY AN EVENT THAT HAS BEEN DECLARED A STATE OF EMERGENCY BY THE PRESIDENT, THE GOVERNOR, OR GOVERNING BODY AND/OR EXECUTIVE OFFICER FOR LOCAL CITY AND/OR COUNTY, SEVENTH BUSINESS DAY IN MARYLAND IF YOU ARE 65 OR OLDER, FIFTEENTH BUSINESS DAY IN NORTH DAKOTA IF YOU ARE 65 OR OLDER) AFTER THE DATE OF THIS TRANSACTION (OR, IN UTAH, AFTER THE DATE OF THE TRANSACTION OR RECEIPT OF THE PRODUCT, WHICHEVER IS LATER). See the below Notice of Right to Cancel form for an explanation of this right. If you cancel, the Seller may not keep any of your down payment. Additionally, IN MICHIGAN, THE SELLER IS PROHIBITED FROM HAVING AN INDEPENDENT COURIER SERVICE OR OTHER THIRD PARTY PICK UP YOUR PAYMENT AT YOUR RESIDENCE BEFORE THE END OF THE 3-BUSINESS-DAY PERIOD in which you can cancel the transaction.

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If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within TEN BUSINESS DAYS following receipt by the Seller of your Cancellation Notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the Seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the Seller regarding the return shipment of the goods at the Seller's expense and risk.

If you do make the goods available to the Seller and the Seller does not pick them up within 20 days of the date of your Notice of Cancellation, (OR IN INDIANA, WITHIN 20 DAYS OF THE DATE OF RECEIPT OF YOUR NOTICE OF CANCELLATION, OR 10 DAYS OF RETURNING PAYMENT OR OTHER CONSIDERATION TO YOU, WHICHEVER IS EARLIER), you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the Seller, or if you agree to return the goods to the Seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, (WHICH IN CALIFORNIA OR OHIO, MAY INCLUDE EMAIL OR FAX NOTICE AND IN SOUTH DAKOTA MAY INCLUDE AN ELECTRONIC NOTICE) or send a telegram, to:

Seller Name

at _____
Seller Address (no PO Boxes), City, State, Zip

NOT LATER THAN MIDNIGHT OF _____
Date

I HEREBY CANCEL THIS TRANSACTION. _____
Date Buyer Signature

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