



Fox and Lee
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Cancellation Form

A few words before we begin, please read

For security reasons, we do require the contact details and signature of the person filling out this cancellation form.

This cancellation form is used to cancel any subscription or service with Fox and Lee. We require 30 days notice to cancel all subscriptions and services including SEO, eDM, monthly retainers, domain names, web hosting, advert campaigns and any other ongoing service.

We're sorry to see you go and we are interested in learning more about why you decided to cancel your subscription or service. We do respect your wishes and your responses will be kept confidential and will not be used for any purpose other than to better understand how to improve our service.

Please feel free to ask any questions - We are more than happy to help.

Today's Date:

Contact details

Full name

Business name

Phone

Email address

What service are you cancelling? *(Please tick)*

☐ Advert campaign ☐ Monthly Retainer ☐ eDM Service ☐ Google Advertising Campaign

☐ Domain name List the domain name:
(Please be aware that there is no refund on the cancellation of domain names)

☐ Website Hosting List the website address:
(Please be aware that there is no refund on the cancellation of website hosting)

Would you like to keep the email accounts associated with the website activated?

☐ Yes, keep all the email accounts activated please ☐ No, cancel the email accounts along with the web hosting

Note: If you are cancelling website hosting, please be aware that all associated email accounts with the hosting plan will also be cancelled. If you want the email account(s) to remain activated you must advise Fox and Lee of this. There is a fee for email hosting which is not charged until the next renewal of the hosting service, there is no charge to simply downgrade to email hosting. Fox and Lee take no responsibility for the loss of email accounts or information associated with it due to lack of communication when cancelling the website hosting.

How long were using this service for:

Why are you cancelling this service:
.....

Signature Name Date

Once you completed the form

Either email it through to fantastic@foxandlee.com.au or post it to **Fox & Lee, PO Box 554 Essendon North Vic 3041**

Once we receive your cancellation request we will update you via email or phone with the next steps and when you can expect the cancellation to take place. If you do not hear from us, please free to call for an update. Thank you.