

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 & Lee. We require **60 days notice** to cancel all subscriptions and services including SEO campaigns, monthly retainers, website hosting, website design, website development, marketing campaigns, website care plans and any other ongoing service.

We are genuinely sorry to see you go and we do want to understand more about why you have decided to cancel your subscription or service. We respect your wishes and your responses will be kept confidential and will not be used for any purpose other than for us to better understand and learn from.

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
Website address

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

Website Care Plan Monthly Retainer Marketing Campaign SEO Campaign Website Project

Website Hosting → Please 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 website 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 & 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 & 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 Your name Date

Send your completed form to email: fantastic@foxandlee.com.au

When we have received 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.