

SAMPLE FORM OF CONTRACT TO ASSIST IN CREATING ONE FOR YOUR USE

***YOUR COMPANY NAME (section 7 and 7.1)** [click here to view name requirements](#)

YOUR ADDRESS (MAILING & PHYSICAL)

CITY, PROVINCE, POSTAL CODE

PHONE #

FAX # (if applicable)

*Invoice # _____

*Date: _____

*Sold to: _____

*Address: _____

*Goods and Services provided:	Quantity	Unit Price	Total Price
Down Payment (if applicable)			

GST
PST
GRAND TOTAL: _____

*Purchaser's Signature

*Salesperson's Signature

***BUYER'S RIGHT TO CANCEL – MUST BE ATTACHED OR PRINTED ON THE BACKSIDE OF THE CONTRACT**

(Note: if you are attaching the Buyer's Right to Cancel to this invoice, your company's name, complete address, phone number & fax number (if applicable) must also appear on the statement)

*These items are required areas on the contract.

(a) **BUYERS RIGHT TO CANCEL: (Bold 12 point type)**

- (b) You may cancel this contract from the day you enter the contract until 10 days after you receive a copy of this [contract/statement of cancellation rights –select one].* You do not need a reason to cancel.
- (c) If you do not receive the goods or services within 30 days of the date stated in the contract, you may cancel this contract within one year of the contract date. You lose that right if you accept delivery after 30 days. There are other grounds for extended cancellation. For more information, you may contact your provincial/territorial consumer affairs office.

If you cancel this contract, the seller has 15 days to refund your money and any trade-in, or the cash value of the trade-in. You must then return the goods.

To cancel, you must give notice of cancellation at the address [below/in this contract]. You must give notice of cancellation by a method that will allow you to prove that you gave notice, including registered mail, fax, or by personal delivery.

[There is to be an ADDRESS FOR NOTICE - include name, business address, phone and, if applicable, fax number if this statement of cancellation rights is a document separate from the contract or where a written contract is not required.]

The statement of cancellation rights above must:

- (a) show the heading not less than 12 point bold type;
- (b) show the statement of 10 day cancellation rights in 12 point type;
- and
- (c) show the remainder of the information in not less than 10 point type.

*These items are required areas on the contract.