SERVICE CANCELLATION FORM

We regret that you have decided to cancel your service with us. If there is anything we can do to change your mind, please call us at **1300 883 639** so we can talk about it!

Account Information:

Date (dd/mm/yy): _____

Client/Company Name: _____

Domain Name: _____

Service to Cancel: **Website + HOSTING**

Date to turn off website: _____

Email Address: _____

Contact Number: _____

Reason for Cancellation:

☐   **Please tick this box** if you would like to keep your email hosting for $59.95+GST per month, otherwise this will be cancelled at the same time as your website/online store.

****Please note: The cost to re-activate this after it has been cancelled will be charged at $197+GST. ****

☐   **Please tick this box** if you would like to store your website for $30+GST per month plus admin costs.

Cancellation Policy:

Your cancellation request cannot be verified or actioned without the completion of the three steps below.
1. Calling Sites n Stores to notify us of your intention to cancel*
2. Emailing a completed copy of the cancellation form to online@sitesnstores.com.au
3. Posting the completed cancellation form to PO Box 158 Richmond, 3121. (When posting your form we advise you either send via Australia Post using registered post or at a minimum assign a tracking number to your Cancellation form and advise Sites n Stores of the tracking number).

Your 30 day notice period will begin on the date we receive the emailed copy of the completed form. Your account, and any associated billing, will only be terminated once we have also received the physical form to the PO Box above. If you do not return the physical form to us, the 30 day notice period will be invalidated.

This is a two-factor authentication of the signature, and is an essential step in confirming the legitimacy of the cancellation requested.

For more information, please read our *Terms & Conditions*
https://www.sitesnstores.com.au/privacy-policy-terms-conditions

_____
Signature