

**Please complete this form and fax it to (310) 257-0051
or send it by email to info@vivinavi.com**

To cancel your advertising services, please submit this form at each designated period indicated below.

Cancellation of
 Town Guide / Column at least **30 days prior** to the **end** of the service
 Newspaper at least **10 days prior** to the **beginning** of the service
 News Ad / Banner at least **7 days prior** to the **beginning** of the service

If you wish to cancel the service **before** the end of your contract term as provided in the service agreement, you will be subject to a **mid-term cancellation fee**. (Please refer to terms of use attached to the service agreement.) As the cancellation has been processed, the additional services offered with the purchase of Town Guide will be also terminated.

Please provide the following information to process the cancellation request:

Name of Contact Person		Company Name	
Contact Phone		Contact Email	Registered Email (if different)

Service Name: Please check in a box which you authorize to cancel. (Multiple choices allowed.)

Town Guide
 Life Supporters
 Newspaper
 News Ad
 Banner
 Other: _____

Reason of Cancellation

Preferred Cancellation Date _____

* Your preferred cancellation date is not guaranteed as it will largely depend on individual circumstances.

As an authorized signer, I hereby understand and agree all of the above terms and conditions.

Name (Print)		Company Name	
Title	Email	Phone	

Signature

X

Sign here _____ Date _____

[IMPORTANT] We will contact you in a few business days to confirm the information. Should you not be contacted within a few business days, your form may not be delivered to us. Please contact us at (310) 326-2900 or info@vivinavi.com in such case.