
EMAIL: sainsburys@leighday.co.uk

TELEPHONE: 0800 037 0846

YOUR REF:

OUR REF: CDB/0011026/1

DATED:

Dear Sainsbury's Colleague

Thank you for expressing an interest in bringing an equal pay claim against Sainsbury's Supermarkets Limited ("Sainsbury's").

The purpose of this letter is to explain and record, for the avoidance of any doubt, the nature of the instructions that you have given to us, the advice that we have given you so far and the action that we have agreed to take to pursue the case further.

Your requirements and objectives

During your employment with Sainsbury's Supermarkets Limited ("Sainsbury's") you believe that you were paid less than male employees of Sainsbury's employed in distribution centres for work that was of equal value.

You believe that you were subjected to breaches of equal pay legislation and unlawful sex discrimination in relation to your pay and conditions.

As a result of these breaches, you wish to obtain compensation in the shortest possible time, and also ensure equal pay in future (whether by a pay rise or some other means).

You require us to advise you as to the possibilities of claiming compensation in respect of these breaches. You have also instructed us to begin the investigation of your claim and preparation of evidence.

The issues involved

The issues involved in your case are that we will need to prove that you were subjected to breaches of equal pay legislation and unlawful sex discrimination in relation to your pay and conditions. We also need to prove the extent of the breaches in your circumstances.

The issues include:

- finding suitable comparators of a different sex
- proving work of equal value with the comparators
- rebutting any argument that Sainsbury's has a "material factor" defence (a lawful reason to pay male-dominated jobs more than female-dominated jobs); and

- proving that you and your comparator worked at the same establishment or at establishments at which common terms apply.

Another issue is about the correct venue for the claims, and whether this is the employment tribunal or civil courts.

Your Options

We will consider with you the possible ways of achieving your objectives, including whether mediation or some alternative dispute resolution procedure may be more appropriate than legal action.

ACAS is a government funded free service that offers advice to employers and employees. They are also able to assist in the settlement of potential employment claims and for claims that have already been issued. If, as your case progresses, there is a realistic chance the case may settle without the need for a hearing, and we believe ACAS input will be of assistance we may contact them to see if they can offer assistance.

Please be aware that before presenting claims at the Employment Tribunal (ET), we are required to engage in Early Conciliation. We would therefore attempt to resolve the issues arising between you and Sainsbury's in relation to equal pay before submitting your claim to the ET. ACAS also manages this process.

Limitations or exclusions

At this stage, we are only representing you in relation to your equal pay claim, and not any other complaint about your employment with Sainsbury's. If, as your case progresses, you wish us to take some further action other than that which we can foresee now, we will discuss with you at that point whether we are able to assist you and the cost implications of our doing so.

We have accepted your instructions and given you some preliminary advice and prepared a plan of some further action which is set out below.

Advice

Naturally, the amount of advice that we can give you at this stage is limited because we are still at the beginning of the case.

Our preliminary advice is that there are reasonable prospects of our establishing that you were subjected to breaches of equal pay legislation and unlawful sex discrimination in relation to your pay and conditions.

As discussed, we believe that the potential benefits to be gained by bringing a legal case will justify the costs and risks involved, including any risk of having to pay an opponent's costs.

Action

The initial steps that we need to take in these cases are set out below:

- Start the conciliation process through ACAS
- Present a claim form (ET1) to the tribunal

- Attend any tribunal hearings

We will consider this further and send you any updated details in due course.

Key Dates

From the information that we have to hand at the moment, it appears that the key dates in your case are:

- Tribunal limitation date: The time limit in which your claim must be presented to the employment tribunal. Your limitation period starts from the end of your contract of employment and in the employment tribunal it is six months. If you are still employed by Sainsbury's, there is no time limit to present your claim in the employment tribunal.
- Court limitation date: The time limit in which your claim must be presented to the civil courts. Your limitation period starts from the end of your contract of employment. In the civil courts it is six years (5 years in Scotland). If you are still employed by Sainsbury's, there is no time limit to present your claim in the civil courts.

If your employment with Sainsbury's has ended the key dates will have been carefully diarised on your file of papers and also on our central computer system.

IMPORTANT: If your employment ends please let us know immediately as this may affect your ability to bring a claim.

Another key issue is the period for which you can claim back pay. This is any time that you have been underpaid in the six years before the date on which a claim is brought in a court or tribunal. The longer the time between your contract with Sainsbury's ending and you presenting your claim, the less back pay you will be able to claim.

The Management of Your Case

I shall personally be dealing with your case. I am a partner of the firm. I will be assisted from time to time by Michael Newman and Linda Wong, Solicitors; and a team of paralegals in the equal pay team in the Employment Department.

It is the policy of our firm, and indeed one of our professional responsibilities, that the work of the person handling your case be supervised by one of the partners in the practice. This rule applies even if the person handling your case is himself or herself a partner in the practice. The partner charged with responsibility for supervision of the work done on your case is Sean Humber, Head of the Human Rights Department.

Service Levels

We will provide you with regular updates on the progress of your case. In these updates, we will explain the legal matters that arise and the work required as a result in plain English. We will also update you on the costs incurred on your case at least every 6 months, notifying you if and when we envisage a more substantial cost. We will also keep you informed of the likely timescales for each stage of your case, and any changes to those. When there is a material change in circumstances, we will update you on whether the likely outcomes still justify the likely costs and risks associated with your matter. Finally, we will continue to review whether there are alternative funding options for your pursuit of this claim.

Our office is open from 9.00am to 5.30pm each weekday. If we need to meet with you, and if it is difficult for you to visit during these hours, it may be possible to arrange to meet outside normal office hours. Generally, the switchboard only deals with incoming telephone calls during office hours.

Conflict of Interest

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We have an overriding duty to act in the best interests of each client. We may therefore be unable to act for you or have to stop acting for you if there is a conflict between your interests and those of another client, or between our interests and your interests. This is known as a conflict of interest. We have procedures designed to prevent us acting for a client in a matter where there could be a potential conflict of interest and we carry out conflict of interest checks in each case.

Estimate of the Costs

There are 3 types of legal costs that will be incurred bringing this claim: our costs, counsel's fees, and other disbursements. Our costs are calculated based upon the time we spend engaged on your matter (see the DBA for details). The fees for barristers instructed on your claim are in addition to our costs (these are what we have referred to as Counsel's fees). Disbursements are those payments we make to others on your behalf.

Unfortunately, it is almost impossible for us to give accurate estimates of the probable total costs of the case or the amount of time it will take. This is because there are some things we cannot control, in particular, the attitude the other side will take to your case. We anticipate that the litigation could cost:

Total cost of the litigation:

Type of cost	Cost per annum	Cost over 5 years
Leigh Day's costs	£1,300,000	£6,500,000
Counsel's fees	£270,000	£1,350,000
Other disbursements	£20,000	£100,000
Total	£1,590,000 + VAT	£7,950,000 + VAT

Cost per individual client:

Possible number of clients	Cost per individual client per annum	Cost per individual client over 5 years
2,500	£636 + VAT	£3,180 + VAT

The above estimates are based on 2,500 clients. If we have more clients than this, the cost to each client will be lower.

Once you have entered into the DBA your right to challenge the terms including the hourly rates set out in that Agreement will be restricted. If you dispute the amount of our costs and expenses you have the right to make an application to the Court for these to be checked. We will not make the application for you. You may make an application within a year of receiving a bill from us, but if you make the application more than a month after receiving a bill you may be ordered to pay some money to us or to court. If you delay for more than a year you may not be allowed to have our bill checked by the court.

Funding Options

This is a brief overview of the options available to you in funding this claim.

Damages-Based Agreements (DBA)

A DBA is a form of "no win no fee" arrangement whereby lawyers take a fee but only if you win or settle your case. This fee is calculated as set out in the DBA, which also explains how disbursements will be covered (these are payments we make on your behalf to others involved in the case).

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If you win your claim, then the fee will be payable within 1 month after any appeal to a higher court has been finally disposed of, or, if there is no appeal, within 1 month after the time for lodging such an appeal has expired.

If you lose, you don't have to pay our costs.

If you end the DBA before we consider that the work is completed, or behave unreasonably, you may be liable to pay Your Share of the Total Cost. Full details including our usual hourly rates are set out in the DBA.

Legal Expenses Insurance

Some individuals have legal expenses insurance as part of their home and contents insurance, car insurance policies and credit cards. Many of our clients are unaware they have this cover. This is a very useful source of funding that, if available, usually pays for our costs and the disbursements and allow you to keep 100% of your compensation. Please note that we are aware that some Sainsbury's colleagues had 'Law Club' insurance policies, however, the policy expired on 31 May 2015 and Law Club have said that any notifications made after this date will not be covered.

If you are unsure whether you have other legal expenses insurance please contact your insurer and ask. We will write to you separately about any insurance you may have shortly.

Other Options

1. Trade union - If you are a trade union member, your trade union may provide funding for employment claims and you may wish to discuss your claim with them. We understand that a lot of Sainsbury's colleagues are members of USDAW or UNITE. USDAW have not yet confirmed if they are bringing claims on behalf of union members, however we are aware that UNITE are doing so.

2. Community legal service - In very limited circumstances Community Legal Service assistance (previously known as legal aid) is available. It is generally only available to those on benefits or in receipt of very low income. In employment tribunal claims such advice does not cover representation at employment tribunal hearings.

3. 'Pro bono' or free advice - Such advice is sometimes available from organisations such as the Free Representation Unit or Bar Pro Bono Unit. Given the complexity of your case and the fact that the claim is being brought on behalf of a large number of individuals in a similar position to you, I do not think you will find solicitors and barristers prepared to represent you for free.

4. Private funding - If none of the other forms of funding are available or appropriate for a particular claim, then you can pay us privately. This means you pay our costs and disbursements as your case proceeds. We do not, however, think this is the most appropriate method of funding this particular claim.

There are other potential methods of funding employment cases but our experience is that they would not secure the level and type of representation you require.

Funding Next Steps

At this stage, we recommend that the most suitable funding arrangement in your case will be for you to enter into a Damages-Based Agreement (DBA). We require all of our clients pursuing this claim to agree to the DBA, so that we have a retainer in place to enable us to do work on your behalf.

Complaints

Leigh Day is committed to providing high quality legal advice and client care. If you are

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unhappy about any aspect of the service you have received or about your bill, please bring it to our attention as soon as you can. We will try to resolve the matter fairly and quickly. We will apologise if need be and do our best to offer a practical solution.

You can obtain a copy of our complaints procedure here: <https://www.leighday.co.uk/our-complaints-policy> or by request.

If we are unable to resolve your complaint, then you can have the complaint independently looked at by the Legal Ombudsman. The Legal Ombudsman investigates complaints about services issues with solicitors.

The Legal Ombudsman expects complaints to be made to them within one year of the date of the act or omission about which you are concerned or within one year of you realising there was a concern. You must refer your concerns to the Legal Ombudsman with six months of our final response to you.

You can contact the Legal Ombudsman at PO Box 6167, Slough, SL1 0EH
Telephone: 0300 555 0333.
email: enquiries@legalombudsman.org.uk
Website: www.legalombudsman.org.uk

The Legal Ombudsman has produced helpful booklets to guide you if you have a complaint. We can let you have copies on request, or you can find them on the Legal Ombudsman's website. They are called **Here to Help, How to Complain to Your Service Provider, Investigating Your Complaint** and **Our Approach to Investigations**

The Solicitors Regulation Authority (SRA) can help you if you are concerned about our behaviour and that it may be in breach of the SRA's Code of Conduct. You can find information on how and when to raise a concern with the SRA on the SRA website here; <https://sra.org.uk>

If your complaint is about your bill you can apply for an assessment of the bill under Part III of the Solicitors Act 1974. The Legal Ombudsman cannot consider a complaint about the bill if you have applied to the Court for assessment of the bill. We may be able to charge interest on all or part of an unpaid bill.

Any concerns about our commitment to equality, diversity and inclusion will be dealt with in line with our Equality, Diversity and Inclusion policy, which is available upon request.

The Firm

Leigh Day is a legal disciplinary partnership. We are regulated by the Solicitors Regulation Authority under registered number 00067679. Our VAT number is 429700745. A list of partners is available for inspection at our Registered Office: Panagram, 27 Goswell Road, London, EC1M 7AJ.

Professional Indemnity Insurance

We maintain Professional Indemnity Insurance in the interests of our clients. If you require details of this insurance, it may be obtained from our offices on request.

Confidentiality/ Communication

Generally speaking the law says that the information you give to your solicitor and/or their agents for the purpose of obtaining legal advice or because you are involved in litigation is confidential. Your solicitor may not disclose it to anyone, even members of your family, without your permission.

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Leigh Day may be assisted by other third parties who provide the firm with technical and administrative support, such as data collection, electronic information gathering and data capture, all of which may assist us in running your case. The provision of these services to the firm does not constrain, influence or affect the legal and professional judgement of Leigh Day; it merely improves the service we offer you as our client.

If you are using or will use legal expenses insurance to fund your case, it is usually a condition of your cover that we report to your insurer from time to time on the prospects of success of your claim, the value of your claim and whether there are any negotiations in progress. If you receive other third party funding, for example, from your trade union, then we will also need to provide them with information about your case, including the prospects of success.

We are therefore required to share case information with third parties such as insurers who will abide by similar rules of confidentiality as those that apply to us.

Communicating with you

We usually correspond with clients by ordinary first-class post to their address and/or by email, where our clients are able to access email often. However, if that is not appropriate in your case, we can agree with you an alternative method of communicating with you. We take the privacy of all our clients very seriously. Where we are sending sensitive material in the post, such as, for example, medical records or reports, we will use Recorded Signed For delivery to protect, so far as possible, against the loss or misuse of this information. We have a Data Protection policy (available upon request), which explains in more detail the email and the security standards that we apply.

Terminating our Retainer

You may end your instructions to us in writing at any time (except in the particular circumstances outlined in the DBA), but we can keep all your papers and documents while there is still money owed to us for fees and expenses. We may decide to stop acting for you if we have good reason to do so. We must give you reasonable notice that we will stop acting for you. If we decide that we should stop acting for you (in the circumstances detailed in the DBA), you may have to pay our costs up until that point in accordance with our DBA.

If there is anything that you would like to discuss at this stage regarding the arrangements for the conduct of your case or you would like any other information please do not hesitate to contact the Sainsbury's team on 0800 037 0846 or sainsburys@leighday.co.uk.

Yours sincerely



Michael Newman
Partner
Leigh Day

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DAMAGES-BASED AGREEMENT

This Agreement is a Damages-Based Agreement (“DBA”). A DBA is a form of “no win no fee” arrangement whereby lawyers take a fee but only if you win your case.

This Agreement is a legally binding contract between you and Leigh Day.

1. The parties

- (1) Leigh Day of Panagram, 27 Goswell Road, London, EC1M 7AJ (referred to below as “us” and “we”)
- (2) You ‘the client’, (referred to below as “you” and “your”)

2. Work covered by this Agreement

- Work done by us from when we began work on this matter, in respect of your Employment Tribunal claim for equal pay against Sainsbury’s Supermarkets Limited or an associated company (the “Claim”). The Claim is part of a multiple party claim brought on behalf of a number of individuals with the same or similar claim to yours.

3. Work not covered by this Agreement

- Any counterclaim against you
- Any appeal proceedings

4. What happens if you Win

If you Win the Claim you pay us a fee equivalent to 25% (plus VAT) of any compensation awarded by the Employment Tribunal or any settlement sum obtained (“the Fee”). You will not be charged any additional fee for disbursements.

A “Win” for the purposes of this Agreement means:

- The Employment Tribunal award you a sum of compensation in respect of all or any of your complaints; and/or
- You agree to accept compensation under a settlement; and/or
- The Employment Tribunal finds in favour of another claimant who is bringing a claim against Sainsbury’s for Equal Pay and that decision is applied to you by the Tribunal or Respondent.

“Disbursements” are payments we make on your behalf to others involved in the case. We would expect the main disbursements to be barristers’ fees and experts’ fees. We may also incur travelling and subsistence expenses for attending any tribunal hearing or meetings.

The level of the Fee is based upon our assessment of the claim as set out in the schedule at the end of this Agreement.

For what happens if the Agreement ends before the case is won or lost, please refer to paragraph 10.

You agree that we may receive the compensation your opponent has to pay and deduct our fee from that sum received. We agree to pay you the remainder of the compensation.

If your opponent fails to pay any compensation or settlement sum owed to you we have the right to take recovery action in your name to enforce a judgment, order or agreement. The costs of this action are payable by you to us in addition to our fee.

5. What happens if you lose

If you lose the Claim (meaning that an employment tribunal reaches a decision to not award you any compensation) you do not have to pay us anything. We will pay the disbursements that have been incurred on the claim and the VAT on disbursements.

6. Our responsibilities

We must always act in your best interests in pursuing your Claim for compensation and obtaining for you the best result reasonably obtainable, subject to our duty to the Employment Tribunal. We must explain to you the risks and benefits of taking legal action. We must give you our best advice about whether to accept any offer of settlement.

7. Your responsibilities

You must give us clear instructions, which allow us to do our work properly. You must not ask us to work in an improper or unreasonable way. Unreasonable behaviour also includes, but is not limited to:

- a) deliberately misleading us;
- b) not co-operating with us when asked;
- c) rejecting our advice about reaching a settlement with your opponent;
- d) failing to disclose all information relevant to your Claim;
- e) failing to keep confidential all information received by you in connection with your Claim, and the Claims of any other Claimants in the group Claim;
- f) failing to comply with all the terms of this Agreement;
- g) entering into any direct negotiations or agreements with an opponent without our prior agreement; and
- h) letting us know if you are subject to a bankruptcy order or a bankruptcy petition has been presented by or against you or you are subject to any other form of solvency process. This applies both at the outset and throughout the course of your case. This is because it could affect us being able to conduct your Claim and have an impact on your award of compensation. If you are declared bankrupt, some or all of your compensation may go to your Trustee in Bankruptcy.

8. Our normal professional charges

These are the figures we use to calculate our costs as part of Your Share of the Total Cost. **“Your Share of the Total Cost”** is calculated by dividing the **“Total Cost”** of bringing the

Claim by the number of Claimants by whom we are instructed in the Claim at the time that this Agreement is terminated.

9. How we calculate our normal professional charges

These are calculated for each hour engaged on your matter. Routine letters and telephone calls will be charged as units of one tenth of an hour. Other letters and telephone calls will be charged on a time spent basis. The hourly rates are:

Grade of Fee Earner	Hourly Rate (London / Manchester office)
1 Solicitors or employed barristers with over eight years post qualification experience including at least eight years litigation experience.	£420 / £261 plus VAT
2 Solicitors and legal executives with over four years post qualification experience including at least four years litigation experience.	£320 / £218 plus VAT
3 Other solicitors and legal executives and fee earners of equivalent experience	£250 / £178 plus VAT
4 Trainee solicitors, paralegals and other fee earners.	£145 / £126 plus VAT

These rates are subject to review and we will notify you of any change in the above rates in writing.

10. What happens if the Agreement ends before the Claim ends

You can end the Agreement at any time except:

- after a settlement has been agreed; or
- within 7 days before the start of the Employment Tribunal full hearing.

But please be aware that if you end the Agreement before we agree with you that the work on the Claim has ended you agree that you shall be liable to pay Your Share of the Total Cost up to the date you end the Agreement calculated at the hourly rate plus the costs of any disbursements and VAT on both costs and disbursements.

We have agreed to act on your behalf without payment unless we win or settle the Claim. We are potentially acting for you without payment and can therefore end the Agreement at any time.

If you have behaved or are behaving unreasonably we can end the Agreement at any time and charge you for our costs up to the date the Agreement ends.

The following are examples (but not an exclusive list) of the circumstances which might constitute unreasonable behaviour and lead us to end the Agreement:

- a. If you do not keep to your responsibilities in paragraph 7 above. You are then liable to pay us our costs incurred up to the date the Agreement ends calculated at the usual hourly rate plus VAT plus disbursements.
- b. If you reject our opinion about making a settlement with your opponent. You are then liable to pay us our costs incurred up to the date the Agreement ends calculated at the usual hourly rate plus VAT plus disbursements. Please note that we will only advise that you accept a settlement if the sum offered, having regard to the value of any likely compensation and your prospects of success, is, in our opinion, a reasonable sum.

We can end the Agreement at any time but will not charge you for our costs up to the date the Agreement ends in the following circumstances:

- a. If we come to believe that you are unlikely to win and/or should withdraw the Claim;
- b. If the value of the Claim does not make it financially worthwhile for us to pursue the Claim;
- c. If your opponent makes a counterclaim against you or makes allegations or produces evidence which in our opinion increase the risk of losing the Claim and we no longer believe that we should act for you on a "No win, No fee" basis.

In any circumstances where we end the Agreement, we will explain our reasons to you in full and will discuss whether we are prepared to enter into a replacement agreement on different terms and, if not, what our normal professional charges would be to continue to act on your behalf.

Once you have entered into this Agreement your right to challenge the terms including the hourly rates set out above will be restricted. If you dispute the amount of our costs and expenses you have the right to make an application to the Court for these to be checked. We will not make the application for you. You may make an application within a year of receiving a bill from us, but if you make the application more than a month after receiving a bill you may be ordered to pay some money to us or to court. If you delay for more than a year you may not be allowed to have our bill checked by the court.

11. Starting work

By signing this Agreement you authorise us to start work on your case before the end of the 14-day cancellation period. If, in accordance with your instructions, we start work on your case and you then cancel the Agreement we will have the right to decide whether you must pay our basic charges and disbursements.

12. What happens after the Agreement ends

After the Agreement ends we will apply to have our name removed from the record of the Employment Tribunal proceedings in which we are acting. We have the right to preserve our lien over any property of yours (including your full file of relevant documents) in our possession unless any money owed to us under this Agreement is paid in full. This means we can keep your papers until you pay us in full for any fees due from you under this Agreement.

13. Your opponent's costs

Employment Tribunals have the power to award costs in limited circumstances only. Awarding costs means that one party is ordered to pay the other party's legal costs. At the date of entering into this Agreement we are not aware of any information about your Claim which gives rise to a risk of this happening. If such a risk arises as the Claim progresses we will notify you immediately.

The 2013 Tribunal Regulations provide that a Tribunal may make a Costs Order against a Claimant (or Respondent) where the paying party has in bringing the proceedings, or her or his representative has in conducting the proceedings, acted vexatiously, abusively, disruptively or otherwise unreasonably, or the claim or defence had no reasonable prospect of success.

If we recover costs from the Respondent, you agree that we are entitled to keep these costs in full. This amount would be apportioned between the number of Claimants, and deducted from the Fee.

If you are ordered to pay costs to the Respondent(s), then those costs will be payable by you.

The Tribunal may also make a costs order against a party who seeks an adjournment or postponement of a hearing or failed to comply with a Tribunal Order or Practice Direction.

The amount of any costs order that an employment tribunal may award is limited to £20,000, but if the issue of costs is referred to the County Court, then an unlimited costs order may be made.

This agreement will become binding once you have clicked the button on the Equal Pay Now Website accepting the terms of this agreement and the Client Care Letter. By clicking the button you confirm you have READ and AGREE to the

- 1. Client Care and Costs Letter;**
- 2. DBA; and**
- 3. Form of Authority (see below).**

FORM OF AUTHORITY

I, hereby authorise any compensation payable in my Claim to be paid in the first instance to Messrs Leigh Day of Panagram, 27 Goswell Road, London, EC1M 7AJ either by BACS or cheque payable to Leigh Day.

I, further authorise Leigh Day to deduct the Fee as defined at paragraph 4 in the Agreement prior to giving me the balance of my compensation.

Schedule

The Fee set out in the Agreement, which we are prepared to reduce from the maximum we are allowed to charge under the Damages Based Agreement Regulations 2013, reflects the following:

- a. the fact that if you lose, we will not earn anything and will have to pay for the disbursements incurred plus VAT. The disbursements, which will mainly be barristers' fees, could amount to millions of pounds;
2. our assessment of the risks of your case, including the difficulties and complexities inherent in claims concerning Equal pay brought on behalf of large amount of Claimants which will impact upon the Claim
3. the fact that we will not be paid except to the extent that you win and recover some financial benefit;
4. the fact that the Claim may require several preliminary hearings, and a complex and lengthy final hearing before the employment tribunal;
5. the fact that the Claim is a group Claim (one of several similar claims).
6. Our experience of Equal Pay litigation against Sainsbury's Supermarkets Limited is that they are likely to contest every legal point open to them rather than seeking an amicable resolution.

We do not include in the Fee any charge for the fact that, by agreeing to act for you under a damages based agreement, we are not generally entitled to be paid for our work until the Claim is concluded.

Notice of the right to cancel

If you sign this Damages Based Agreement (DBA) in a place other than our offices you have the right to cancel it within 14 days of receiving this Notice. You do not have to give any reason for cancelling. This is under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

If you wish to cancel the DBA, you **must do so in writing. This can either be a personal delivery, post, fax or email, at any time** within the period of 14 days, starting with the day you enter into this DBA. The address to send any cancellation notice to is:

Linda Wong

Leigh Day
Central Park
Northampton Road
Manchester M40 5BP

T: 0800 037 0846
F: 020 7253 4433
e: sainsburys@leighday.co.uk

Quoting ref:

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To meet the 14 day deadline, it is enough that you send your cancellation notice before the 14 day period comes to an end.

By signing this Agreement you give us specific written authority to start work on your case before the 14 day cancellation period has concluded.

If, in accordance with your instructions, we start work on your case and you then cancel the DBA we will have the right to decide whether you must pay our basic charges and disbursements.