Proposal Cancellation Clauses Templates

Note: These may be used for any event or project, from a speech to consulting, and from coaching to facilitation.

- This project is noncancelable for any reason. However, it may be postponed, delayed, and/or rescheduled without penalty or time limit, subject only to mutually agreeable dates and times. All payments must be made per the existing payment schedule in this agreement.
- Cancellation of this project will incur no penalty if made 90 days or more from the start date [event date, etc.]; a penalty of 25 percent if made between 61 and 89 days from that date; a penalty of 50 percent if made between 31 and 59 days of that date; and a 100 percent penalty if made within 30 days of that date. Penalties are due at the time of cancellation. No services are due in the event of such cancellations.
- This project may be canceled by either party without penalty up to 60 days in advance of the commencement date. Subsequent to that date, if you cancel, you agree to pay a 50 percent cancellation fee up to 10 days prior to the event, and a 75 percent cancellation fee within 10 days of the event. If I am unable to provide the services described or must cancel within 60 days of commencement, I will provide a replacement of equal caliber agreeable to you for the existing fees agreed upon, or will return all advance payments made and we will nullify the agreement.

Additional clause for protection and comfort:

- I stand behind and assure you of the quality of my work, and will refund your entire fee if you find evidence that I have not performed in a professional and ethical manner consistent with the actions agreed upon in this document.

An alternative protection clause:

- If you find that the objectives for this project are not being met according to the measures of success that we have agreed upon, I will continue to work on the project at no additional fee beyond expense reimbursement until we concur that the objectives are met. Failing that, I will refund all fees paid.