



CANCELLATION AND RESCHEDULING REQUEST FORM

Formal request to cancel, postpone or change a confirmed booking

Document purpose: This form records a client request to cancel or reschedule a confirmed project and helps Motley Media assess date availability, costs, deposit treatment and revised production requirements.

Item	Details
Client name	[Insert]
Project / event name	[Insert]
Original booking date	[Insert]
Original location	[Insert]
Invoice / quote reference	[Insert]
Request type	☐ Cancel booking ☐ Reschedule booking ☐ Change project scope
Reason for request	[Insert]
Requested new date/s	[Insert if applicable]

1. Request only until accepted

Submitting this form does not automatically cancel, refund, reschedule or vary the booking. The request becomes effective only when Motley Media confirms the outcome in writing.

2. Availability and additional costs

Rescheduling is subject to Motley Media availability and may require revised pricing where the change affects travel, contractors, editing schedule, rush delivery, venue rules, drone approvals, equipment, scope or timing.

3. Deposit and payments

Deposit and payment treatment will be assessed under the Booking Confirmation and Deposit Agreement, Service Agreement, invoice terms, applicable law and the circumstances of the request.

Supporting material attached

☐ Medical certificate	☐ Venue cancellation notice
☐ Weather/safety issue	☐ Government or authority direction
☐ Family emergency details	☐ Revised venue confirmation
☐ Other: _____	

Item	Details
Client requested outcome	☐ Refund ☐ Credit ☐ New date ☐ Reduced scope ☐ Other: _____
Motley Media response	[For internal completion]
Approved new date / outcome	[For internal completion]
Additional charges or credit	[For internal completion]
Internal notes	[For internal completion]

Signature and Authorisation

Signing statement: Each person signing confirms that they have read this document, understood its purpose, had an opportunity to ask questions or obtain advice, and has authority to sign for the named party where signing on behalf of an organisation.

Client	Motley Media & Digital Productions
Full name:	Full name:
Position / authority:	Position / authority:
Signature:	Signature:
Date:	Date: