



Template Contract Introduction Letter

The document below is a template letter for yard owners to issue to their clients in order to introduce livery contracts. This letter should be issued to liveries with a copy of the livery contract, and a request for any newly necessary documents (passport, copy of insurance etc).

You should request that the signed contract, and any associated documents, are returned no later than 7 days after issue.

[ENTER YOUR BUSINESS NAME AND ADDRESS]

[ENTER CLIENTS NAME AND ADDRESS]

[ENTER DATE]

Reference: Notice of Intention for Introduction of Livery Contracts

Dear [ENTER CLIENTS NAME],

We have made the decision to introduce livery contracts for all livery clients. This makes administration of the yard easier, as well as clarifying our terms of service for all clients. These contracts will come into force on [ENTER START DATE].

Please find attached **two** copies of the new contract. These are the final contracts and are the same for all clients. You have been provided with two copies- one for you to sign and return, and another to keep for your reference. Please be advised that we have issued one copy per horse, not per client.

Please ensure a completed and signed copy of the contract is returned to me by [ENTER DATE]

The terms expressed in the contract are non-negotiable and come into effect from the start date. If any clients see issue with anything contained therein I urge you to speak to me directly at your earliest opportunity. Those who do not return the signed copies by the deadline will still be bound by the terms, and as such if further delay is taken for the documents to be returned despite reminders we reserve the right to serve notice to clients and terminate our services as laid out in the contract.

Hopefully this will be a welcome addition which will benefit both parties, and our intentions for introducing these contracts is understood.

Kind regards,

[ENTER YOUR NAME, BUSINESS NAME AND POSITION]

[ATTACH:

- COPY OF LIVERY CONTRACT
- DEMAND FOR DOCUMENTATION REQUIRED (PASSPORTS , INSURANCE, VACCINATIONS ETC)

IMPORTANT

This information as provided above is intended to provide guidance and areas for consideration for those intending to enter into such arrangements. Anyone proposing to enter into such a written agreement should take consideration and their own legal advice as to their particular circumstances.