

## **FEES**

Fees will be agreed in advance of the Mediation.

### **PREPARATION**

Where the mediation involves no more than two parties to the dispute and the papers do not exceed the contents of one lever arch file, preparation fees are included in the fee for a mediation day and otherwise preparation is charged at £75 per party per hour.

### **MEDIATION DAY**

The charge for a mediation day (usually 9 am until 6 pm) is £750 per party where the dispute involves no more than two parties. If a higher charge is proposed (for example for reasons of complexity) this will be discussed before the parties sign the mediation agreement.

### **EXTRA HOURS**

Where a mediation day commences before 9 am and/or continues beyond 6 pm an hourly rate of £75 per party per hour and part hour will be charged in addition to the mediation day fee.

## **EXPENSES**

### **TRAVEL**

Travel expenses are often accommodated within the fee for the mediation day but any travel expenses that are charged to the parties will be agreed and recorded in the mediation agreement to be signed by the parties. Any travel expenses charged to the parties will be at actual cost and divided equally between the parties.

### **ACCOMMODATION**

The accommodation for the mediation day will be arranged by the parties or their representatives and the parties will share the costs equally unless otherwise agreed between them.

Any accommodation for the mediation day that is arranged by the mediator will be paid for in advance and by the parties equally.

Any mediator accommodation expenses to be paid to the mediator will be agreed in advance with the parties, charged at cost and divided equally between the parties.

## **REFRESHMENTS**

Refreshments on the mediation day will be paid for by the parties equally. In the event that the mediator is asked to arrange the mediation day accommodation the fees for refreshments will be paid equally by the parties in advance of the mediation day.

## **PAYMENT**

Where parties are represented by solicitors who have signed the mediation agreement in advance of the mediation day and accepted responsibility for payment of the fees, the mediation day fees and extra hour fees will be payable within 7 days of invoice. Where the parties are unrepresented or where the mediation agreement is not signed by solicitors in advance of the mediation day the mediation day fees will be payable no later than two working days before the mediation day.