

## FEE INFORMATION DOCUMENT

### Standard Fees

Mediation	
Full day (8 hours)	£750.00 + VAT per party
Half day (4 hours)	£500.00 + VAT per party
Online Dispute Resolution <sup>1</sup>	
Full day (8 hours)	£600.00 + VAT per party
Half day (4 hours)	£400.00 + VAT per party
Small Value Mediation <sup>2</sup>	
2 hours 30 minutes	£300.00 + VAT per party
Mediation Information Meeting <sup>3</sup>	
1 hour	£100 + VAT per party
Additional Hourly Rate	
Per Hour	£75.00 + VAT per party

There are additional fees that may be charged for a face-to-face mediation, including travel, venue hire, accommodation if the mediation is in excess of a day. The mediator can also assist in finding a suitable venue, though there is an additional fee attached to that. For an illustration of additional fees please see the table below.

Mediation aims to save you costs over litigation and we aim to keep those costs as low as possible. It is always less expensive to attempt Online Dispute Resolution rather than traditional face-to-face methods as it avoids many of the potential additional costs – depending on the location venue hire can be upwards of £700 per day.

Should parties wish to provide the mediator with bundles of documents to read in advance of the session the following steps should be observed in order to keep your costs to a minimum:

1. Each party should submit a position statement, no longer than 2 sides of A4, detailing the dispute from their own point of view; and
2. A covering index should be provided with any bundles of documents particularly highlighting any areas the party would like the mediator to read.

The first 3 hours of pre-reading are included in the mediation fee, anything additional will incur the additional hourly rate.

## Additional Fees

Travel	
First 150 miles from TR1 3JJ	Included in fee
Each additional mile	40p per mile
Accommodation	
Per night	£100.00
Venue Search	
Arranging Venue	£100.00
Venue Fee	
At Parties' expense	
Catering	
At Parties' expense	

The fees listed in this document aim to provide a more comprehensive example of potential fees involved in mediations of differing length up to 1 day. They do not include any discounts which may be applied, nor do they include agreed increased fees for particularly complex disputes. The fee breakdown in the invoice will be the contractual fee.

Parties who attend a Mediation Information Meeting (MiM) and choose to undertake a mediation, of any length, will have the MiM fee deducted from the cost of the mediation session.

### Payment Terms

A non-refundable 10% deposit is required to secure the mediation session.

Parties will be invoiced once the mediation is booked and must settle the invoice in full prior to commencement of the session.