

**Please note that for disputes referred from customers of our Partner Organisations, Rated People and RETRA, there is a reduced fee which can be provided upon request**

**Telephone/Skype Mediations**

Amount you are claiming/defending	Fees per party	Length of session (up to)
£5,000 or less	£75 + VAT	1 hour
	£125+ VAT	2 hours
£5,000 to £15,000	£375 +VAT	3 hours
£15,000 - £50,000	£425+ VAT	3 hours
Additional hours	£50+VAT	Whole hour or part

**Higher Value Mediations.**

Amount you are claiming	Fees per party	Length of Session
Up to £75000	£500 +VAT	Half day 3.5 hours
Up to £75000	£899 + VAT	Full day 7 hours
Additional hours	£85 + VAT	Whole hour or part
Claims in excess £75,000	By negotiation	By negotiation

**Please note**

1. That we recognise that sometimes the claim value may not reflect the complexity of the dispute. The fees quoted are claim value based but we will be happy to consider the complexities of your dispute and, if both parties believe they do not require a long appointment, we can arrange a shorter mediation and reduced fees.
2. These fees are inclusive of mediator reading and preparation time.
3. If the parties require a formal mediation settlement to be drawn up by the mediator there will be an additional charge depending on the complexity and the cost will be confirmed at the time.
4. Mediation fees are split equally between the parties to reflect both parties take equal responsibility for the mediation process.
5. That mediation fees must be paid 14 days before the mediation appointment.
6. We reserve our right however to reassess the level of fees once there has been disclosure of documents by the parties and whether that appears to show that additional preparation or mediation work needs to be incurred to ensure the best possible outcome. The parties are not obligated to continue in those circumstances should our view be that a different tier of fees needs to be applied and any fees paid will be returned less a £10.00 administration fee per party to reflect the time the mediator has taken in assessing your case.
7. If the telephone or skype mediation is continuing but close to the agreed mediation time, if the parties and the mediator agree it should continue, then there is a charge as detailed above of £50 plus vat per party for each hour or part thereof that the mediation continues past the original agreed time. An invoice will be sent for the additional hours at the conclusion of mediation to each party and all invoices must be paid before a settlement agreement (if any) is provided by us to the parties.