

Fee Guide and Terms & Conditions

Guide to mediation fees (price per party)

Amount in Dispute	Mediator Experience		
	B	A	A*
£0 - £15,000 (3 hours)	£400	-	-
£15,000 - £50,000	£800	£950	-
£51,000 - £150,000	£975	£1200	-
£151,000 - £300,000	£1200	£1525	£1925
£301,000 - £700,000	£1450	£1825	£2225
£701,000 - £1million	-	£2150	£2550
£1million - £3million	-	£2650	£3050
£3million - £7million	-	Neg.	Neg.
£7million +	-	Neg.	Neg.

ADR Group believes

- Mediation should be accessible to all claims of all sizes.
- Parties should also be able to elect the mediator based on the level of experience required and pay a fee commensurate with that level.
- Cases should be dealt with quickly and professionally by our friendly and helpful team.

The amount in dispute will be calculated as (i) the value of the claim or (ii) any counterclaim, whichever is greater. If during a mediation, it becomes apparent that the amount in dispute is higher than the amount notified to ADR Group, we reserve the right to invoice the relevant party(ies) for the additional mediation fees payable.

The categories of mediator Experience are based on the number of mediations each mediator has conducted under the auspices of ADR Group:

B	=	performed 0-10 mediations
A	=	performed 11+ mediations
A*	=	highly experienced

Basis of the new fee structure

- The fee quoted is per party and based on a 2 party dispute.
- In cases involving 3 or more parties, an uplift of 15% per party will be charged. Multi-party disputes will be costed on a per case basis.
- The fee covers an 8 hour mediation and ADR Group's case handling charge.
- Additional time will be charged at an hourly rate (B=£250, A=£350, A*=£350).
- The fee is inclusive of all reasonable preparation time. For particularly complex cases or where parties provide an exceptional amount of documentation, an additional preparation fee may be levied. This will be confirmed in advance.
- Where possible the mediation takes place at mediator's premises. Where the mediation takes place at a venue other than the mediator's premises, a charge will be levied for the mediator's travel time and associated venue costs.
- ½ day mediations (4 hours) can be arranged at 2/3rd of daily rate.
- Additional mediation days will attract a 15% discount.
- Non-monetary based claims will be assed on a case by case basis.

Liability for the mediation fees

- Unless agreement is reached to the contrary, the mediation fee, together with any other expenses, will be borne equally between the Parties.
- Responsibility for the fee rests with the instructing solicitors, ADR Group recommend that the instructing solicitors retain sufficient money on account to cover the mediation fee.

Cancellation policy

- In certain instances, postponement of a mediation is inevitable. Where the mediation is cancelled more than 7 days before it is due to take place, no cancellation fee will apply, other than to any irrecoverable expenses (e.g. venue cancellation fees) and any preparation time already incurred by the mediator.

However, in addition to recovery of the above mentioned expenses, if the mediation is cancelled less than 7 working days before the mediation is due to take place, then ADR Group will levy a fee of £350 to cover their administration costs

Invoicing

In most mediation instructions, two invoices will be issued:

- Deposit invoice - detailing the costs of the initial scheduled period [or fixed fee] and venue costs, if appropriate.
- Balance invoice - any additional mediation fee and expenses (including extra mediation time, refreshment, travel costs etc).

ADR Group's deposit invoice is payable in full upon receipt or no later than seven working days in advance of the mediation, as a precondition to the mediation taking place.

Where an ADR Group deposit invoice is not settled in full prior to the mediation, ADR Group may allow the mediation to proceed subject to the instructing solicitor undertaking in writing to settle the full amount of the invoice, if still unpaid by the client, within 21 days of the date of the mediation.

All other ADR Group invoices (including the balance invoice) are payable in full within 21 days of the date of issue, unless agreement is reached to the contrary.

ADR Group reserve the right to charge interest on late payment of invoices compounded quarterly from the due date of payment accruing daily at the rate of 2% above Lloyds TSB Bank PLC Base Rate.

All fees are exclusive of VAT (if applicable).