

Falmouth Mediation

“helping you resolve conflict”

MEDIATION FEE AGREEMENT

We, the below signed parties, understand and agree to the following terms:

1. We will pay a total of \$ _____ per hour for mediation services.
2. Payment for services is due at the end of each mediation session by cash or check. Given the high cost of credit card transactions, I prefer not to take payment by credit card but will do so with prior arrangement.
3. Falmouth Mediation schedules two-hour sessions. If the full time is not used, we understand that Falmouth Mediation will only charge us for actual time used.
4. The same hourly rate listed above applies to additional services that might be provided outside of mediation sessions, including:
 - a. Review of documents.
 - b. Preparation of written materials such as progress summaries and draft agreements.
 - c. The drafting of any memorandums of understanding and/or final legal agreements.
 - d. Telephone conversations and/or email communications.
5. We will pay for documents in full before they are released to us by Falmouth Mediation.
6. Falmouth Mediation does not charge retainers. We give permission for Falmouth Mediation to charge our credit card on file for mediation services as described above unless we have paid by cash or check.
7. Falmouth Mediation will not provide additional mediation services until all late fees and associated balances are paid in full.
8. A late fee of 1.5% per month of the outstanding balance will be added to the total amount due if payment is not received within 30 days after services are rendered or documents are drafted.

Signed by the parties:

Sign Name: _____

Date: _____

Print Name: _____

Sign Name: _____

Date: _____

Print Name: _____

and signed by the mediator:

Sign Name: _____

Date: _____

Print Name: _____

CC _____ CC# _____ Exp. Date _____ CVV _____ Zip _____