



ESKHILL MEDIATIONS

Indicative Fee Structure

A fee proposal will be provided in response to a specific request. This indicative fee structure is for a typical case with a value up to £100k and provides flexibility for particular circumstances to be taken into account.

There are five parts to the costs of the Mediation:

1. The Preparatory Work – Fee per Party

Fee for preparatory work (2hr per party)	£250 per party
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2. The Mediation Session – Fee per Party

Fee for 1 day session (8 hour day)	£750 per party
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3. Other Work Required – Fee split equally between 2 Parties

Additional hours (per mediator)	£125 per hour
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4. Expenses of Venue – Fee split equally between 2 Parties

The choice of venue is for agreement with the parties – it is generally advisable to select a neutral venue – sample estimates and locations are given below:

Estimated cost (3 rooms in 3/4 star hotel)	£400-£700 for suite of 3 rooms
Eskhill House as a venue (see www.eskhill.com)	£250 for suite of 3 rooms
5. Other Expenses – Fee split equally between 2 Parties

Travel	45p per mile
Refreshments at cost (lunch and coffee)	between £10 - £20 per person
Incidentals (postage, telephone, copying, etc)	at cost

NB:

- a. All the above rates are exclusive of VAT which is currently charged at 20%
- b. The Mediation Session charge includes the services of a lead and an assistant mediator.
- c. The fee will normally be invoiced in two parts: the first part, which includes the fee for the preparatory work, the Mediation Session, requires to be paid seven days before the Mediation; and the second part which covers any extra hours and expenses requires to be paid within seven days of the Mediation being terminated.
- d. Cancellation of the Mediation by either party will result in the following fees :
 - i. More than 14 days before the scheduled Mediation Session: Any non-recoverable expenses and a charge of £100 per party.
 - ii. Between 1 & 14 days before the Mediation Session: Any non-recoverable expenses and a charge of 50% of the mediation fees.
 - iii. Less than 24 hours before Mediation Session: Any non-recoverable expenses and a charge of 50% of the mediation fees.
 - iv. If a postponement of the mediation is agreed the cancellation charges will be abated to: Any non-recoverable expenses and a charge of £100 per party.
- e. Payment should be made by one of the following methods:

Payment by BACS should be made to:	Payment by Cheque should be sent to:
Eskhill & Co Sort Code: 83 – 34 - 00 Account Number: 00289688	Eskhill & Co Eskhill House, 15 Inveresk Village Musselburgh EH21 7TD