

Terms & Conditions

Invoices

Where a party is represented by solicitors invoices will be addressed to and payable by its solicitors. Where a party is acting in person invoices will be addressed to and payable by the party. Invoices will be issued as follows:

- a) the agreed fee for the preparation hours and mediation hours booked and on account expenses.
- b) any additional preparation hours, mediation hours or expenses not included on the first invoice.

Payment

Fees are payable no later than one week in advance of the mediation.

If payment is not received prior to the mediation taking place the mediation will only proceed if the solicitor representing any party that has not paid undertakes to pay the invoice(s) within seven days of the mediation taking place. Failure to give this written undertaking at least one working day prior to the mediation will result in the mediation being cancelled and that party incurring 100 per cent cancellation charges for their share of the mediation fee.

If the mediation is cancelled as a result of either party failing to pay its invoice or providing this written undertaking Hesketh Mediation will not be liable to any party for any loss or inconvenience so caused.

Cancellation or postponement

In the event of cancellation or postponement by either party received by Hesketh Mediation in writing:

- a) More than 48 hours before the mediation was due to take place and after the date of the mediation has been confirmed by Hesketh Mediation, Hesketh Mediation will be entitled to any irrecoverable expenses and a £100 per party charge.
- b) Less than 48 hours before the mediation was due to take place and after the date of the mediation has been confirmed by Hesketh Mediation, Hesketh Mediation will be entitled to any irrecoverable expenses and 50 per cent of the mediation fee from each party.

Expenses

Any expenses incurred by the mediator in relation to the mediation, such as travel or accommodation will be charged at cost.

VAT

All fees quoted are exclusive of VAT.

VAT registration number : GB938 0752 06