

JEAN A. BICE
MEDIATION SERVICES PRICING AND POLICIES
Effective August 28, 2006

Mediation Services are billed at the rate of \$350.00/hour and the following minimums apply:

- ½ Day Reserved - 2 Hour Minimum
- Full Day Reserved - 3 Hour Minimum

RESPONSIBILITY OF ATTORNEYS

Each party's attorney, if any, shall be responsible for timely delivery of that party's fees.

PAYMENT TERMS

Unless alternate arrangements are made at least seven calendar days prior to mediation, ***payment of the mediator's fees is due and shall be paid upon receipt of the mediator's statement.***

TRAVEL EXPENSES

Significant travel expenses (e.g., air travel, rental car, meals and lodging, when the engagement requires), will be discussed and prepayment arrangements made with the parties, at least two weeks prior to commencement of the first day of mediation conference.

ADMINISTRATIVE FEE

A charge equal to one-half hour shall be assessed as an administrative fee for scheduling, preparation of notices, review of mediation statements, etc.

CANCELLATION POLICY

½ Day Reserved If mediation is canceled with less than three business days' notice (which excludes intervening weekends or federal holidays), a two hour minimum will be charged.

Full Day Reserved If mediation is canceled with less than three business days' notice (which excludes intervening weekends or federal holidays), a three hour minimum will be charged.

- Plus *pro rata* share of travel expenses incurred, e.g., airline or hotel change fees or penalties, if applicable.