

INVOICE

Invoice No: _____
Date: _____
Due Date: _____

Case Name:

Matter No:

Mediator:

Agreement
Date:

PARTY A - BILLING DETAILS

PARTY B - BILLING DETAILS

DESCRIPTION OF FLAT FEE MEDIATION SERVICES	ALLOCATION %	AMOUNT
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Flat Fee Mediation Fee

Includes pre-mediation preparation, document review, and joint mediation session hours as specified in the Mediation Agreement.

Administrative & Agreement Drafting Fee

Preparation of the Mediation Settlement Agreement and administrative processing.

Total Flat Fee:

Party A Share:

Party B Share:

TERMS & PAYMENT INSTRUCTIONS

This invoice is issued in accordance with the Flat Fee Mediation Agreement signed by all participating parties. Flat fees are due and payable in full prior to the commencement of the scheduled mediation session. Payments can be made via check, bank wire, or online payment portal. Please reference the Case Name or Invoice Number on all payments.

Party A Signature of Acceptance

Date: _____

Party B Signature of Acceptance

Date: _____