

## "In-Person" Mediation Information & Terms

- If the parties prefer to have the mediation in-person, we can accommodate that. The location may be either agreed upon by the parties or will be secured by Endeavor Mediation upon request at either a court reporter's office or other neutral location in the county where the matter is pending. Actual costs for securing the neutral location will be added to the mediation invoice. We usually require notice of at least 14 business days for an in-person mediation. However, we can sometimes accommodate these requests with a shorter time frame, just email us at info@endeavormediation.com and we will do our best.
- There is no travel cost for half-day or full day in-person mediations held in Hillsborough, Pasco, Pinellas, Polk, Hernando, or Manatee counties.
- Travel time required outside of the counties listed above will be billed at a reduced hourly rate for time spent traveling. This rate is 50% of the regular hourly rate that applies to the mediation. If required, actual travel costs incurred for parking, tolls, airfare, lodging or other such travel expenses will be added to the mediation invoice. Please ask if you have any questions regarding travel costs.
- If the mediation is cancelled prior to it starting, cancellation fees regarding our rates as noted in the Engagement Letter will apply. In addition, any cancellation fees for travel or other related costs incurred for the in-person mediation will be billed to the parties in equal shares.