



RUPPERT MCCARTHY PAYMENT POLICY FOR FAMILY MEDIATIONS

1. Each client must give Ruppert McCarthy a valid credit card number. For security, **clients will be asked to provide their credit card details during the pre-mediation session or by telephone call with Ruppert McCarthy. PLEASE DO NOT email credit card information or leave it on Ruppert McCarthy voice mail.**
2. Pre-mediation meetings are \$275.00 plus HST per meeting. The mediation fee is \$400.00 per hour plus HST (i.e., \$200.00 per hour + HST, per person). Ms. Ruppert charges for time spent on the file includes file & document review, preparation, mediation, correspondence (including e-mail and telephone calls), preparing calculations, summaries, and agreements.
3. If a client does not give a valid credit card number, they must pay an advance deposit of \$1,500 by cheque or e-transfer to secure the mediation appointment. Mediation dates are not confirmed until a valid credit card number or deposit is received.
4. Invoices are given at the end of the mediation session and after each step in the process if further work is completed after the mediation session. Fees are paid equally between the clients unless clients agree otherwise. Client deposits will be applied against the client's invoice. Remaining balances will be applied to the client's credit card.
5. Ruppert McCarthy accepts payment by e-transfer, Visa, MasterCard. Please indicate your method of payment by checking the appropriate box. **Please note, a valid credit card # must be supplied even if clients pay by another method.**
6. Clients paying by **e-transfer**, please direct payment to hruppert@ruppertmccarthy.com. Please type e-mail address or print clearly if printing by hand)
7. A cancellation fee equivalent to the time booked will be charged unless notice of cancellation is received at least 5 business days in advance of the mediation.
8. Invoices are due when rendered. Ruppert McCarthy reserves the right to charge Interest on overdue payments at the rate of 1% per month.



9. If it becomes necessary for Ruppert McCarthy to send a client account to a collection agency, Ruppert McCarthy hereby has permission to provide the collection agency with information relevant to collecting the account. In addition to the amount owed to Ruppert McCarthy, the client will pay Ruppert McCarthy an additional fee of \$250.00 for the cost of collecting the account.

10. By signing below, the client agrees to the terms of this Payment Policy and authorizes Ruppert McCarthy to process payments on the credit card number provided. The client also agrees to supply updated credit card information as required.

Client Signature Authorizing Payment

Date this form is signed

Client Telephone number & Postal Code

e-mail address to send account

(Please type or clearly print your email address)