



**RUPPERT MCCARTHY PAYMENT POLICY
FOR FAMILY MEDIATIONS WITH LAWYERS PRESENT**

- 1 Ms. Ruppert's fee is \$400.00 per hour plus HST (i.e., \$200.00 per hour plus HST, per person). Ms. Ruppert charges for time spent on the file which includes, file & document review, preparation, pre-mediation and mediation meetings, correspondence (including e-mail and telephone calls), and preparing documents.
- 2 Clients will provide Ms. Ruppert their credit card information (card number, expiry date and 3-digit CVV) during the (virtual) pre-mediation meeting. Upon completion of the pre-mediation meeting, a deposit of \$1,500 (per person) will be applied to the client's credit card. If clients prefer to pay their deposit (\$1,500) by e-transfer or cheque they must pay it prior to the commencement of their pre-mediation meeting. Clients preferring to pay their mediation fees by e-transfer or cheque must still provide their credit card information. Client's credit card information is not stored electronically and is destroyed after completion of the mediation and after client accounts are paid in full.
- 3 Clients paying by **e-transfer**, please direct payment to hruppert@ruppertmccarthy.com. Clients paying by **cheque**, please make the cheque payable to **Ruppert McCarthy ADR Inc.**
- 4 Mediations will not proceed unless deposits are paid.
- 5 Invoices are prepared at the end of the mediation session and after each step in the process if further work is needed after the mediation session (for example, preparing summaries, drafting an agreement). Fees are charged 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.
- 6 Ruppert McCarthy accepts payment by e-transfer, cheque Visa, MasterCard. Please indicate your method of payment by checking the appropriate box.
- 7 A cancellation fee equivalent to the time booked will be charged unless notice of cancellation is received 14 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 agrees to pay Ruppert McCarthy a fee of \$250.00 fee 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 needed.

Client Signature Authorizing Payment

Date this form is signed

Client Telephone number

Client's Postal Code

EMAIL address to send client accounts (please print clearly)