**REQUEST FOR MEDIATION FEE QUOTE**

Please provide the following information for SIMC to provide you with a mediation fee quote.

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| **INFORMATION REQUIRED** | **Response** |
| **Number of mediation days requested.**  *(NOTE: Usually one day will suffice unless parties feel that the issues in dispute are exceptionally complex or intractable. Note also that mediations conducted during weekends or public holidays will cost significantly more due to higher mediator and venue charges.)* |  |
| **Number of parties in the mediation.**  *(NOTE: Several persons / entities represented by the same law firm would normally be treated as one party as their interests would be aligned. They would therefore be able to share a break-out room, which affects the cost of the mediation.* |  |
| **Mode of mediation.**  *(NOTE: As a rule, hybrid mediation costs are highest, then in-person mediations, then online mediations but it also depends on the time the mediation is conducted for online / hybrid mediations where there may be significant time difference between the parties’ locations. Mediators are likely to charge more if the mediation is conducted during non-business hours, Singapore time. Some mediators choose not to conduct online mediations.)* | * In-Person\* * Online\* * Hybrid\*   \*delete as appropriate |
| **Start time of mediation (Singapore time).**  *(NOTE: Mediations which are expected to last beyond 6.00 p.m. (Singapore time) for the first 8 hours are likely to cost more due to overtime charges by the mediator, venue provider etc)* | * Commencing between 8.45 a.m. and 10.00 a.m.\*   *(No need to state exact time, so long as it is within this range.)*   * Other starting time\*:   *(Please state start time.)*  \*delete as appropriate |
| **Choice of mediator (name).**  *(NOTE: This is a significant part of the mediation costs. The mediator can be chosen by the parties or left to SIMC to appoint – subject to parties’ non-objection to the nominee.)* |  |
| **Total number of people attending the mediation in-person from BOTH parties, including legal counsels.**  *(NOTE: Please provide estimate. This affects the room size required for in-person / hybrid mediations.)* |  |
| **Value of matter in dispute, including counterclaims, if any.**  *(NOTE: Please provide estimate if no definite sum ascertained. Some mediators' fees can vary based on the value of the dispute.)* |  |
| **Brief description of the nature of the dispute.**  *(NOTE: Some mediators are not comfortable mediating certain types of cases and wish to know the nature of the dispute in considering whether to accept an appointment.)* |  |