

<b>Intake process</b> <i>- 60-90 pre-mediation appointment for mediations</i> <i>- reviewing case summary documents, 45 minute client intake appointment and 15 minute lawyer intake conversation for conciliations</i>	\$375.00 (incl. GST) less fee for invitation to participate, if invitation sent prior to intake
<b>Invitation to participate</b> <i>- includes sending initial invitation and follow up communication</i>	\$150.00 (incl. GST) Only charged if invitation sent prior to intake
<b>Joint session (half-day)</b> <i>- 3 hour appointment (with capacity to extend to 4 hours if needed)</i>	\$ 825.00 (incl. GST) per party
<b>Joint session (full-day)</b> <i>- 7 hour appointment (incl. 1 hour lunch break)</i>	\$ 1,500.00 (incl. GST) per party
<b>Additional work</b> <i>Eg: drafting parenting plan and reading documents other than current court orders, protection orders and case summary document</i> <i>Additional work will only be undertaken after a quote is provided and approved</i>	\$ 275.00 per hour
<b>Travel</b> <i>to locations outside Canberra / Queanbeyan area</i>	By negotiation
<b>Issue of s60I certificate</b> <i>-s60I certificates will only be issued when permitted by legislation and when fees for other provided services have been paid</i>	No additional fee

Payment is required within 24 hours of an invoice being issued.

## Cancellation fees

Cancellation fees are only payable when an appointment is cancelled with less than 5 business days' notice.

<b>Joint session cancellation fee</b> <i>- the cancellation fee will be payable by the client who cancelled the session (or divided equally between the clients, if cancelled by both clients)</i>	50% of total fees for joint session
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Travel costs will only be refunded if the appointment is cancelled prior to departure from Canberra. Fees for additional work will only be refunded if cancellation occurs prior to undertaking the work.

Fees subject to change – fees will be confirmed at time of booking