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July 23, 2025

Plaintiff Attorney, Esq.
Plaintiff Attorney Law Firm, PLLC
attorney@plaintiffattorneylawfirm.com

Defendant Attorney, Esq.
Defendant Law Group, PA
attorney@defendatlawgroup.com

Case Name: Plaintiff, LLC v Defendant, LLC
Case No.: 01-2025-CA-xxxxxx CV-x

Dear Counsel:

Thank you for selecting Sarah Allen Mediation to mediate this matter for you. This will confirm you have scheduled a half day session at the date and time set forth below. This letter contains the terms of our agreement for mediation services.

Date: August 22, 2025
Time: 01:00 PM EST
Location: via Zoom

Mediation Fee: Two-party mediations will be billed at the rate of \$200 per party per hour, three-party mediations will be billed at \$150 per party per hour, and four-party or more mediation rate will be provided upon request. To avoid confusion, a “party” is defined as all parties who are represented by the same counsel.

Billing Matters: All fees are calculated using the per-hour rate above, and all invoices are due upon receipt. Following the conclusion of the mediation, each party will be billed for their portion of the fee, unless the parties agree otherwise. Payments should be made in accordance with the payment instructions on the invoice.

Please understand that I do not have a relationship with your client or the opposing party. My services are requested by the attorneys, and it is their responsibility to guarantee that invoices for mediation are paid in a timely fashion.

Minimum Mediation Fee, Cancellation or Rescheduling: The minimum mediation fee shall be three (3) hours per party for half-day mediations and four (4) hours per party for full-day mediations, plus any preparation time. If it becomes necessary to cancel or reschedule the mediation for any reason, please notify my office in writing prior to 08/20/2025 at 5:00 pm EST in order to avoid the minimum mediation fee.

Please note that in order for us to remain neutral, it is our policy to bill all parties equally (unless otherwise agreed to) for their portion of the minimum fee, regardless of which party cancels or reschedules a session or why it was cancelled or rescheduled. This is to ensure I am fairly compensated for the time I reserved for this mediation, which typically cannot be filled by another matter on such short notice.

SARAH ALLEN, ESQ. - Mediator

Pre-Mediation Submissions: Please send any mediation summaries or other documents in advance of the mediation via email to sarah@mediatewithsarah.com, and cc my case manager, Brandie Horne at casemanager@mediatewithsarah.com. If you would like to speak with me personally, please don't hesitate to contact me at my cell, 904.568.2175.

If you have any questions about this engagement or my services in general, please do not hesitate to contact me or Brandie at casemanager@mediatewithsarah.com.

Once again, thank you for trusting me to help resolve this dispute. I look forward to working with you and your clients/representatives.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Allen".

/s/ Sarah Allen
Sarah Allen, Esq.