

**AMANDA ENGAGEMENT AGREEMENT & CANCELTION POLICY  
(Arbitrations)**

**Please complete this form: sign, date, and return to Scheduling Clerk at clerk@amandaadr.com**

**Case Name:** \_\_\_\_\_

**Ref. #:** \_\_\_\_\_

**1. Professional Fees**

Professional services for this matter, including but not limited to reading and other preparation time, the session time, extra session time, and any additional services or work, will be billed at the neutral's normal rate. Fees for unused scheduled time will not be refunded. Each party agrees to (i) the AMANDA General Fee Schedule with respect to their designated Neutral, attached hereto, and (ii) the AMANDA Arbitration Rules and Procedures, which may be revised from time to time without notice to either party.

**2. Additional Fees**

- A. The parties agree to the fees and policies detailed in the AMANDA General Fee Schedule attached hereto.
- B. Expenses are billed at cost.
- C. Travel: If travel is required and is not included in the neutral's rate, travel time is billed at the neutral's hourly rate. Travel expenses are billed at cost.
- D. Reading and Research Fees: Parties will be billed according to the neutral's fee schedule for reading and research time.

**3. Cancellation and Scheduling Policy**

According to the AMANDA General Fee schedule, fees for hearing sessions are non-refundable if a session is canceled or rescheduled less than 14 days before the session date, unless the neutral's time is rescheduled with another matter. Cancellation and rescheduling fees will be paid by the canceling party(ies). Case Management Fees are non-refundable.

Unless otherwise agreed by Parties, all hearing sessions shall be scheduled at Respondent's/Defendant's offices from 10 a.m. to 6 p.m. All hosting parties must provide morning refreshments and lunch for all parties.

**4. Payment**

- A. The parties agree to divide the professional fees and additional fees as follows:  
      % - Claimant(s),    % - Respondent(s).
- B. If the parties are unable to agree on the allocation of payment with respect to arbitration fees and costs, then allocation of arbitration fees and costs among Respondents and Claimants shall be as described in the General Fee Schedule. Each party also agrees to the AMANDA Arbitration Rules & Procedures.
- C. Each party agrees to pay its share of the estimated fees and expenses to be received by AMANDA at least 30 calendar days prior to the session and according to applicable deadlines. Unless it otherwise agrees, AMANDA is not bound by agreements between or among the parties with respect to its fees.

By the signatures below, each participant, either directly or through counsel, hereby certifies that s/he has read this entire Agreement and agrees with all matters stated herein. This Agreement may be signed in counterparts.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

For: \_\_\_\_\_ For: \_\_\_\_\_

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_