

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Date]

[Arbitrator Name]

[Arbitration Association, if applicable]

[Address Line 1]

[Address Line 2]

**Re: Letter of Instruction Regarding Fees and Expenses**

**Case Name:** [Case Name]

**Case Number:** [Case Reference Number]

Dear [Arbitrator Name],

This letter serves as formal instruction regarding the billing and payment procedures for your services as the arbitrator in the above-referenced matter.

**1. Fee Structure:** It is our understanding that your services will be billed at the rate of \$[Amount] per [Hour/Day]. This includes time spent on hearings, pre-hearing conferences, legal research, and the drafting of the final award.

**2. Reimbursable Expenses:** You are authorized to seek reimbursement for reasonable out-of-pocket expenses, including travel, lodging, and meals, provided they are incurred directly in connection with this arbitration. Please attach copies of all receipts for expenses exceeding \$[Amount].

**3. Invoicing Requirements:** Please submit your invoices on a [Monthly/Quarterly/Milestone] basis. Each invoice must include:

- A detailed description of the tasks performed.
- The date and duration of each task.
- An itemized list of expenses.

**4. Payment Allocation:** Unless otherwise ordered, fees and expenses shall be shared equally between the parties. Invoices should be sent simultaneously to both [Party A Name] and [Party B Name] at the following email addresses: [Email Addresses].

**5. Cancellation Policy:** Please provide written notice of your cancellation policy regarding scheduled hearing dates to ensure all parties are aware of potential late-cancellation fees.

Please acknowledge receipt of these instructions by signing below and returning a copy to all parties.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]

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**Acknowledgment:**

I, [Arbitrator Name], hereby acknowledge and agree to the instructions outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_