



DISPUTE NOTICE FORM

As specified in the Elance Terms of Service and Site Policy, the purpose of this document is to allow Buyers and Service Providers to resolve in good faith any dispute arising between them regarding a Project or regarding the Release of an Escrow milestone payment. In the case of a dispute over an Escrow milestone payment, this document has the further goal of delivering joint written instructions to Elance concerning that Release. Please complete the following steps: (1) fill in the below information, (2) save this as a Microsoft Word document file on your computer and (3) upload it to your Private Message Board (“PMB”) to allow the other party to respond (posting on the PMB allows Elance to maintain a record of each party’s positions in the dispute). **You must upload your completed Dispute Notice Form to your Private Message Board at least 15 days prior to the six month anniversary of the Breach Date below, or you will not have the right to demand Arbitration and your claim or cause of action will be barred.** (See the section entitled “Dispute Resolution” in the Elance Site Policy).

Your Contact Information:

Contact Name:	
Organization Name:	
Phone Number:	
Best time to call, include time zone:	
Elance username:	
Are you Buyer or Service Provider?	

Breach Date

Enter the date on which the events causing the breach of your agreement with the other User first took place, and the date on which you learned about those events. The later of these two dates may be the “Breach Date” (see Site Policy):

Date on which the events took place:

Date on which you learned about those events:

Project Information

Enter Project Title which can be found online through your Project Description page:

Project Title:

Enter Project ID number which can be found online through your Project Description page:

Project ID:

Enter the Elance username of the party you have a dispute with:

Enter the filename of the contract and Statement of Work document you uploaded to the PMB:

Enter the date referenced on the PMB that both parties agreed to contract terms:

DISPUTE DETAILS

Enter the dispute or the Milestone number in dispute, which can be found on the Business Terms page on your 'My Elance' Buyer or Provider activity page:

Enter a description of the Services or Milestone that was to be delivered:

Enter the dollar amount of the Services or Milestone that was to be delivered:

U.S. \$

Enter the original committed delivery date of the Services or Milestone per your agreement document on the PMB:

Enter the actual delivery date of the Services or Milestone as noted on the PMB timestamp:

Describe the dispute with these Services or this Milestone (for example: Lack of response to my inquiries for updates on the PMB causing Milestone delivery date to be missed; I completed the Milestone but Buyer refuses to pay; Service Provider missed committed Milestone delivery date; delivered Milestone did not meet agreed description per PMB dated ____; other):

Describe the steps you have taken up to this date to resolve your dispute with the other party:

REQUESTED RESOLUTION

Enter a description of what action you request of the other party to resolve this dispute in good faith (for example: commit to daily updates on PMB; commit to a new delivery date; cancel the project including all remaining Milestones):

RESPONSE TO DISPUTE

This section is to allow the other party to respond to your “DISPUTE DETAILS” section above. **OTHER PARTY, PLEASE FILL IN YOUR RESPONSE BELOW:**

This section is to allow the other party to respond to your “REQUESTED RESOLUTION” section above. **OTHER PARTY, PLEASE FILL IN YOUR RESPONSE BELOW** (for example: “In order to resolve the dispute on this Milestone Release, in good faith, I agree to the following action...”):

Thank you for taking the time to complete the Dispute Notice Form. Please save it to your hard drive and attach it to your PMB with the other party. Please respond to each party’s discussion points within three business days.

I, _____, verify that the information provided above is true and accurate.