



## Association of Food Industries, Inc.

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### Checklist For An Arbitration Hearing

#### Stating the Claim

Be clear and complete

Include requests for re-imbusement of:

arbitration fee, and

legal fees that may be incurred in obtaining confirmation of an award in court or in the successful defense of an award

#### Quality Claim

arrange for joint sampling of the merchandise. Arbitrators will generally want to see samples even if an inspection report is submitted.

#### Default

establish precise time of default

document market prices at time of default

#### Statement of Facts

submit summary statement of undisputed facts

state clearly what the dispute involves

#### Documentation

submit originals and three copies of contract and all documents related to the dispute, including correspondence, bills of lading, warehouse receipts, etc.

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N.B. For more detail see “Preparation For An Arbitration Hearing”