

**NOTICE OF INTENT TO ARBITRATE**  
**(Demand for Arbitration)**

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE # \_\_\_\_\_

**PLEASE TAKE NOTICE** that pursuant to paragraph \_\_\_\_\_, page(s) \_\_\_\_\_ of the attached contract, the undersigned submits the following dispute to binding arbitration in accordance with the current Rules of Arbitration of Washington Arbitration & Mediation Service:

Brief description of dispute and relief requested): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Claim value sought by the undersigned: \_\_\_\_\_

Other relief sought by the undersigned: \_\_\_\_\_

\_\_\_\_\_

**NOTICE IS HEREBY GIVEN** that being served with this Notice of Intent to Arbitrate is similar to being served with a civil lawsuit. If you fail to respond and/or participate in the proceedings, you may have an award entered against you.

**YOU ARE FURTHER NOTIFIED** that failing to file an Answer to a Demand for Arbitration shall not cause a delay in the arbitration process.

\_\_\_\_\_  
DATE

NAME (type or print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

PHONE #

EMAIL

UPON RECEIPT OF THIS DOCUMENT, PLEASE CONTACT:

Arbitration Administrator  
Washington Arbitration & Mediation Service  
600 University Street, Suite 900  
Seattle, WA 98101  
Telephone (206) 467-0793 \* (800) 933-6348 \* Facsimile (206) 467-7810  
Email: wams@usamwa.com