**Chronology Template**

**Set out below is a template Chronology which Business Users and Platforms may wish to use as part of their mediation submission. It is not mandatory to submit a Chronology and the document set out below if for guidance only.**

2020 Edition

**P2B Mediation Scheme Chronology**

**2020 Edition**

## The Parties to this mediation

|  |  |
| --- | --- |
| Party A / Business User  |  |

and

|  |  |
| --- | --- |
| Party B / Platform responsible for the provision of the service  |  |

## Chronology

When putting together your chronology, please set out all the key dates and provide a brief summary of the event. Where possible include the type of communication, e.g. email, letter, phone call, text, etc. The text below is included as an illustrative example.

|  |  |  |
| --- | --- | --- |
| **Date** | **Event** | **Type of Communication** |
| [*1 January 2020*] | [*Received notification from Google that…*] | [*Email*] |
| [*3 January 2020*] | [*Responded to Google email by…*.] | [*Email*] |
|  |  |  |
|  |  |  |
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