

INVOICE

Invoice #: [00000]

Date: [MM/DD/YYYY]

[Associate Name]

[Address Line 1]
[Address Line 2]
[Email/Phone]

BILL TO:

[Law Firm/Client Name]
[Attn: Partner/Project Manager]
[Address Line 1]
[Address Line 2]

PROJECT DETAILS:

Matter Name: [Case Name/ID]
Platform: [Relativity/Everlaw/etc.]
Billing Period: [Date Range]

DATE	DESCRIPTION OF SERVICES (TASK/BATCH ID)	HOURS	RATE	TOTAL
[Date]	Document Review: First Pass / QC / Privilege Log	0.00	\$0.00	\$0.00
[Date]	Project Briefing / Training / Team Meetings	0.00	\$0.00	\$0.00

DATE	DESCRIPTION OF SERVICES (TASK/BATCH ID)	HOURS	RATE	TOTAL
[Date]	Administrative / Reporting	0.00	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Balance Due: \$0.00

PAYMENT INSTRUCTIONS:

Bank Name: [Name]
Account Number: [Number]
Routing Number: [Number]
Swift/BIC: [Code]

Payment is due within [30] days. Please include invoice number with your payment.