

[LAW FIRM NAME]

[Street Address]
[City, State, Zip]
[Phone Number]
[Email/Website]

INVOICE

Invoice #: [0000]
Date: [Date]
Matter #: [Case Number]

CLIENT

[Client Name]
[Client Address]
[City, State, Zip]

MATTER RE:

[Case Style/Title]
e.g., In re the Marriage of Smith
Attorney: [Responsible Attorney]

Date	Description of Services / Expenses	Hours	Rate	Amount
[MM/DD/YY]	Initial Consultation / Strategy Meeting	[0.00]	[\$[0.00]]	[\$[0.00]]
[MM/DD/YY]	Drafting [Petition/Motion/Order]	[0.00]	[\$[0.00]]	[\$[0.00]]
[MM/DD/YY]	Court Filing Fee: [Description]	-	-	[\$[0.00]]
[MM/DD/YY]	Communications with Opposing Counsel	[0.00]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax/Disbursements: \$[0.00]
Total Balance Due: \$[0.00]

TRUST ACCOUNT SUMMARY

Current Retainer Balance: \$[0.00] | Minimum Retainer Required: \$[0.00]

Please make checks payable to "[Law Firm Name]". Payment is due within [30] days.