

INVOICE

[Law Firm Name]

[Street Address]

[City, State, Zip]

Invoice #: [0000]

Date: [MM/DD/YYYY]

Matter ID: [Client-Case-001]

BILL TO:

[Client Name]

[Client Address]

[City, State, Zip]

CASE TITLE:

[Case Name / Reference]

Date	Professional	Description of Services	Rate (\$)	Hours	Total (\$)
[Date]	Attorney	[Legal research, drafting, etc.]	[0.00]	[0.00]	[0.00]
[Date]	Paralegal	[Document filing, organization, etc.]	[0.00]	[0.00]	[0.00]
[Date]	Attorney	[Client meeting / Court appearance]	[0.00]	[0.00]	[0.00]

Subtotal: \$[0.00]

Expenses/Disbursements: \$[0.00]

TOTAL BALANCE DUE: \$[0.00]

Payment Terms: Net [30] days. Please make checks payable to [Law Firm Name].

Thank you for your business.