

# LEGAL SERVICES INVOICE

[Firm or Office Name]

[Address Line 1]

[Address Line 2]

INVOICE # : [0000]

DATE : [Date]

MATTER : [Corporate Governance / Board Secretariat]

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## CLIENT INFORMATION

[Corporation Name]

[Attn: Board of Directors / CFO]

[Client Address]

## PAYMENT TERMS

Due Date: [Date]

Net Days: [30]

Date	Description of Services	Hours	Rate	Amount
[Date]	Drafting and distribution of Board Meeting Minutes for [Month/Year] Session.	[0.0]	[\$0.00]	[\$0.00]
[Date]	Preparation of Corporate Resolutions and Regulatory Compliance Filings.	[0.0]	[\$0.00]	[\$0.00]
[Date]	Attendance at Board Committee Meeting: [Committee Name].	[0.0]	[\$0.00]	[\$0.00]
[Date]	Review of Shareholder Agreement and Maintenance of Minute Book.	[0.0]	[\$0.00]	[\$0.00]

Subtotal: \$[0.00]

Disbursements/Expenses: \$[0.00]

Tax ([0]%) : \$[0.00]

Total Amount Due: \$[0.00]

## WIRING/PAYMENT INSTRUCTIONS

Bank Name: [Bank Name]

SWIFT/BIC: [Code]

Account Number: [Number]  
Reference: Invoice #[0000]

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Confidentiality Notice: This invoice may contain information protected by attorney-client privilege.