

[LAW FIRM NAME]

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

INVOICE

INVOICE #: [000000]
DATE: [Date]
MATTER ID: [Project/Matter Code]

BILL TO:

[Client Enterprise Name]
[Attn: Legal Department]
[Client Address]

MATTER DESCRIPTION:

[Full Legal Matter Name / Reference Case]

Date	Professional	Description of Services	Hours	Rate	Total
[DD/MM/YY]	[Initials]	[Detailed description of legal work, research, or drafting]	[0.0]	[\$[0.00]]	[\$[0.00]]
[DD/MM/YY]	[Initials]	[Detailed description of legal work, research, or drafting]	[0.0]	[\$[0.00]]	[\$[0.00]]

Reimbursable Expenses & Disbursements	Amount
[e.g., Filing Fees, Courier, Travel]	\${0.00}
<hr/> Service Subtotal: \${0.00} Expenses Subtotal: \${0.00} Tax ([0%]): \${0.00} TOTAL DUE: \${0.00} <hr/>	

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

Wire Instructions: Bank: [Name] | Account: [Number] | Routing: [Number] | SWIFT: [Code]