

# INVOICE

Invoice #: \_\_\_\_\_

Date: \_\_\_\_\_

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**PROCESS SERVER / AGENCY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
**BILL TO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

**CASE INFORMATION**

Court: \_\_\_\_\_

Case #: \_\_\_\_\_

Plaintiff: \_\_\_\_\_

Defendant: \_\_\_\_\_

Recipient: \_\_\_\_\_

Service Date: \_\_\_\_\_

Description of Service	Quantity / Miles	Amount
Service of Process Fee		\$
Mileage / Travel Fee		\$
Notary / Affidavit Fee		\$
Printing / Document Prep		\$
Rush / Priority Surcharge		\$

Subtotal: \$ \_\_\_\_\_  
Tax: \$ \_\_\_\_\_  
TOTAL DUE: \$ \_\_\_\_\_

**NOTES / INSTRUCTIONS**