

INVOICE

Invoice #: [00000]

Date: [Date]

Case Ref: [IRS/State Case Number]

[Law Firm Name]

[Address Line 1]

[City, State, Zip]

[Phone Number]

Bill To:

[Client Name]

[Client Address]

[Tax Year(s) Involved]

Date	Description of Legal Services / Costs	Hours	Rate	Amount
[Date]	Offer in Compromise (OIC) Preparation	[0.0]	[\$[0.00]]	[\$[0.00]]
[Date]	IRS Representation / Appeals Conference	[0.0]	[\$[0.00]]	[\$[0.00]]
[Date]	Installment Agreement Negotiation	[0.0]	[\$[0.00]]	[\$[0.00]]
[Date]	Filing Fees / Administrative Costs	-	-	[\$[0.00]]

Subtotal: \$[0.00]

Retainer Credit Applied: (\$[0.00])

Total Balance Due: **\$[0.00]**

Payment Terms: Due upon receipt. Please make checks payable to "[Law Firm Name]".

Notes: Interest may be charged on balances outstanding over 30 days.