

[FIRM NAME]

Environmental & Regulatory Counsel
[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

Invoice #: [0000]
Date: [Date]
Matter #: [000-000]

BILL TO

[Client Company Name]
[Attention: Name/Department]
[Street Address]
[City, State, Zip]

MATTER SUMMARY

[Case or Project Name]
[e.g., EPA Compliance Audit / Clean Air Act Litigation]

Date	Professional Services / Description	Hours	Rate	Amount
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[Date]	[Description of legal work performed]	[0.0]	[\$[0.00]]	[\$[0.00]]
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[Date]	[Description of legal work performed]	[0.0]	[\$[0.00]]	[\$[0.00]]
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Date	Expenses / Disbursements	Amount
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[Date]	[e.g., Expert Witness Fees, Filing Fees, Courier]	[\$[0.00]]
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Professional Services: \$[0.00]

Total Expenses: \$[0.00]
Total Due: \$[0.00]

Payment Terms: Due within 30 days. Please include Matter # on remittance.

Wiring Instructions: [Bank Name] | **Account:** [Number] | **Routing:** [Number]