

[LAW FIRM NAME]

[Address Line 1]
[City, State, Zip]
[Phone Number]
[Email/Website]

INVOICE

Invoice #: [0000]
Date: [Date]
Matter ID: [Matter Number]

CLIENT

[Client Name]
[Company Name]
[Address Line 1]
[Address Line 2]

MATTER DESCRIPTION

RE: [e.g., Patent Prosecution / Trademark Infringement / IP Portfolio Management]
Reference: [USPTO App # or Case Title]

PROFESSIONAL SERVICES

Date	Professional	Description of Services	Hours	Rate	Amount
[Date]	[Initials]	[Detailed description of legal work performed]	0.00	\$0.00	\$0.00
[Date]	[Initials]	[Detailed description of legal work performed]	0.00	\$0.00	\$0.00

DISBURSEMENTS & FILING FEES

Date	Description	Amount
[Date]	[e.g., USPTO Filing Fee / Search Report / Courier]	\$0.00

Service Total: \$0.00
Expenses Total: \$0.00
TOTAL DUE: \$0.00

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

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