Legal Office Name:

Legal Office Address:

City, State, Country:

Phone No: 123456

Email Address: www.abc@gmail.com

**Attorney Invoice Template**



Invoice – 123456

Issue Date: 01/01/2020

Account – 123456

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **In reference to:**  Lorrain Jones v. Third Suburban Builders Co.  Claim No. 123456-3456  Billing for The Fourth Quarter 2020 | | | | |
|  | | | | |
| **Date** | **Reference** | **Description** | **Hrs./Rate** | **Amount** |
| 01/01/2020 | DHW | Study new file materials received from Mr. John Smith. | .90 | $0.00 |
| 01/01/2020 | DHW | Prepare appearance (.1); Prepare answer to complaint | .80 | $0.00 |
| 01/01/2020 | DHW | Prepare correspondence to Mr. John Smith regarding initial analysis and review of file | 2.10 | $0.00 |
| 01/01/2020 | DHW | Prepare interrogatories directed to plaintiff (.7);  Prepare production request directed to plaintiff (.6);  Prepare notice of deposition for plaintiff (.1). | 1.40 | $0.00 |
| 01/01/2020 | DHW | Court appearance before Judge Flanagan for initial case management conference. | .90 | $0.00 |
| 01/01/2020 | DHW | Study plaintiff’s answers to our interrogatories (.3);  Study plaintiff’s responses to our production request | .50 | $0.00 |
|  |  |  |  |  |
| **DISBURSEMENT/EXPENSES**  10/10/08 DHW Filing fee for appearance and jury demand. $440.00  10/27/08 DHW Court reporter fee for the deposition transcript of plaintiff. $350.00  11/04/08 DHW Photocopy charge for motion for summary judgment $262.00  with exhibits. (Binding Charge: 8 x $2.00 = $16.00),  (Photocopy Charge: 8 x 205 x .15 = $246.00) | | | | |

Text

Description automatically generated