|  |  |  |  |
| --- | --- | --- | --- |
| **Bill To** | |  | **Bill From** |
| Name: | |  | Name: | |
| Address: | |  | Address: | |
| ZIP – Code: | |  | ZIP – Code: | |
| Tel: 123456 | |  | Tel: 123456 | |
| Email - Address | |  | Email - Address | |
|  | |  |  | | Text  Description automatically generated | | | | |
| **Terms and Conditions** | | | | | | | | | |
| * Total number of days the services are being provided: * Total cost incurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Tax in percentage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Any due from the last billing invoice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mention the amount outstanding from the previous billing invoice) | | | | | | | | | |
|  | | | | | | | | | |
| **Date** | **Description** | | | | | | | **Qty.** | **Amount** |
| 01/01/2020 | Time: Prepared for and met with client to sign contract, discuss case, process and assign homework. | | | | | | | 1 | $000 |
| 01/01/2020 | Time: Initial Consult | | | | | | | 1 | $000 |
| 01/01/2020 | Draft Pleadings: Original Petitions and e filed the same | | | | | | | 1 | $000 |
| 01/01/2020 | Pleadings – reviewed & Revised – Original Petition | | | | | | | 1 | $000 |
| 01/01/2020 | Email – Exchange with client: Emailed copy of original petition and Provided update. | | | | | | | 1 | $000 |
| 01/01/2020 | Docket Review – Case status, Review of Online Court records, Provided case direction, Strategy & Added Docket Notes | | | | | | | 1 | $000 |
| **Thank you for business with us** | | | | | |  | **Subtotal** | | **$000** |
|  | **Tax Rate** | | **10%** |
|  | **Sales Tax** | | **5%** |
|  | **Total** | | **$000** |

Invoice No – 123456

Invoice Date – 01/01/2020

Due Date – 01/01/2020

Account No – 123456

Attorney Invoice Template

**Legal Office Name Here**

**Address, City – State, Phone No – 123456,**

**Email –** [**www.abc@gmail.com**](http://www.abc@gmail.com)**, Fax No – 123456**

