|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Invoice To*** | |  | | ***Payment Method:*** | | | | |
| *Client Name: (write here)* | | |  | *Pay Pal : paypal.abc@info.com* | | | | | |
| *Address: (write here)* | | |  | *We accept the payment through, credit, Debit Card* | | | | | |
| *Tell: 123456* | | |  | *E – Wallet Etc.* | | | | | |
| *Email – Address:abc@gmail.com* | | |  |  | | | | |
| ***Services:-*** | | | | | | | | |
| ***Date*** | ***Description*** | | | | ***Resource*** | ***Qty.*** | ***Rate*** | ***Total*** |
| *01/01/2020* | *Time: Prepared for and met with client to sign contract, discuss case, process and assign homework.* | | | | *CG* | *2.00* | *$0.00* | *$0.00* |
| *01/01/2020* | *Time: Initial Consult* | | | | *MER* | *1.00* | *$0.00* | *$0.00* |
| *01/01/2020* | *Draft Pleadings: Original Petitions and e filed the same* | | | | *MD* | *1.00* | *$0.00* | *$0.00* |
| *01/01/2020* | *Pleadings – reviewed & Revised – Original Petition* | | | | *MER* | *0.30* | *$0.00* | *$0.00* |
| *01/01/2020* | *Email – Exchange with client: Emailed copy of original petition and Provided update.* | | | | *MD* | *0.30* | *$0.00* | *$0.00* |
| *01/01/2020* | *Docket Review – Case status, Review of Online Court records, Provided case direction, Strategy & Added Docket Notes* | | | | *MER* | *0.10* | *$0.00* | *$0.00* |
|  | | | | | | | | |
| ***Account*** | | | | | | ***Balance*** | | |
| *Client Trust Balance* | | | | | | *$0.00* | | |
| *Total account Balance* | | | | | | *$0.00* | | |
|  | | | | | |  | | |
| ***Please make all amounts payable to: RAMOS LAW FIRM*** | | | | | |  | | |

***Attorney Invoice Template***

|  |
| --- |
| *Legal Office Name :* |
| *Company Address :* |
| *City / State / Country :* |
| *ZIP Code : 123456* |
| *Phone No / Email / Fax :* |
|  |

*INVOICE*

*Invoice – 123456*

*Issue Date: 01/01/2020*

*Account – 123456*