|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Attorney Invoice template** | | | | | | | | | | | | |
| Legal Office Name: | | | | | (Write Legal Office name here) | | | | | | | |
| Legal Office Address: | | | | | (Write Legal Office address here) | | | | | | | |
| Legal Office Contact No. | | | | | (Write Legal Office contact No. here) | | | | | | | |
|  | | | | | | | | | | | | |
| **Invoice No** | | **Date** | | | | | **Invoice due date** | | | **Amount Due** | | |
| 123456 | | 01/01/2020 | | | | | 01/01/2020 | | | 01/01/2020 | | |
|  | |  | | | | |  | | |  | | |
| **Bill To.** | | | | | | | | | | | | |
| Client Name: | | | | (Write Client Name Here) | | | | | | | | |
| Address: | | | | (Write Address Here) | | | | | | | | |
| Contact No. | | | | (Write Contact No Here) | | | | | | | | |
|  | | |  | | |  | | |  | | | |
| **Date** | **Description** | | | | | | | **Resource** | | | **QTY.** | **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 |
| 01/01/2020 | Time: Initial Consult | | | | | | | MER | | | 1.00 | $0.00 |
| 01/01/2020 | Draft Pleadings: Original Petitions and e filed the same | | | | | | | MD | | | 1.00 | $0.00 |
| 01/01/2020 | Pleadings – reviewed & Revised – Original Petition | | | | | | | MER | | | 0.30 | $0.00 |
| 01/01/2020 | Email – Exchange with client: Emailed copy of original petition and Provided update. | | | | | | | MD | | | 0.30 | $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 |
| Subtotal: | | | | | | | | $0.00 | | | | |
| Discount: | | | | | | | | 10% | | | | |
| Total: | | | | | | | | $0.00 | | | | |
| **Payment Methods**  (Mention the mode by which the consultant wishes to acquire his outstanding payment from the present invoice)  • Cash  • NEFT  Text  Description automatically generated• Money Order   * Through Master or VISA card | | | | | | | | | | | | |
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