|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **In reference to:** | | | | | | |
| Lorrain Jones v. Third Suburban Builders Co.  Claim No. 123456-3456  Billing for The Fourth Quarter 2020 | | | | | | |
| **Reference** | **Item Description** | **Date** | **QTY.** | | **Price** | **Amount** |
| DHW | Study new file materials received from Mr. John Smith. | 01/01/2020 | 1 | | $0.00 | $0.00 |
| DHW | Prepare appearance (.1); Prepare answer to complaint | 01/01/2020 | 1 | | $0.00 | $0.00 |
| DHW | Prepare correspondence to Mr. John Smith regarding initial analysis and review of file | 01/01/2020 | 1 | | $0.00 | $0.00 |
| DHW | Prepare interrogatories directed to plaintiff (.7);  Prepare production request directed to plaintiff | 01/01/2020 | 1 | | $0.00 | $0.00 |
| DHW | Court appearance before Judge Flanagan for initial case management conference. | 01/01/2020 | 1 | | $0.00 | $0.00 |
| DHW | Study plaintiff’s answers to our interrogatories (.3);  Study plaintiff’s responses to our production request | 01/01/2020 | 1 | | $0.00 | $0.00 |
|  | | |  | |  |  |
| **Terms :** | | | |  | **Subtotal** | **$0.00** |
| 1. Total number of days the services are being provided: 2. Total cost incurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Tax in percentage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Any due from the last billing invoice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mention the amount outstanding from the previous billing invoice) | | | | |  |  |

Text

Description automatically generated

**Attorney Invoice Template**

**Invoice No**: 123456

**Date**: 01/01/2020

**Account No**: 123456

Company Name:

Company Address:

City, State, Country:

Phone No: 123456

Email Address: www.abc@gmail.com

Fax No: 123456

