|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Invoice to:**  Name:  Address:  ZIP – Code:  Tell: 123456  Fax: 123456 | |  |  | | **Invoice No**: 123456  **Date:** 01/01/2020  **Account No:** 123456 | | | |
|  | | | | | | | | |
| **Terms and Conditions:**   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) | | | | | | | | |
| **Date** | **Item Description** | | | **Price** | | | **QTY.** | **Total** |
| 01/01/2020 | Time: Prepared for and met with client to sign contract, discuss case, process and assign homework. | | | $0.00 | | | 1 | $0.0 |
| 01/01/2020 | Time: Initial Consult | | | $0.00 | | | 1 | $0.0 |
| 01/01/2020 | Draft Pleadings: Original Petitions and e filed the same | | | $0.00 | | | 1 | $0.0 |
| 01/01/2020 | Pleadings – reviewed & Revised – Original Petition | | | $0.00 | | | 1 | $0.0 |
| 01/01/2020 | Email – Exchange with client: Emailed copy of original petition and Provided update. | | | $0.00 | | | 1 | $0.0 |
| 01/01/2020 | Docket Review – Case status, Review of Online Court records, Provided case direction, Strategy & Added Docket Notes | | | $0.00 | | | 1 | $0.0 |
|  |  | | |  | | **Sub Total:** | | **$0.00** |
| **Thank You For Your Business!** | | | |  | | **Tax:** | | **10%** |
| **Payment Info:** | | | |  | | **Total:** | | **$0.00** |
|  | | | |  | |  | |  |



**Attorney Invoice Template**

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

