

INVOICE

Retainer statement — draw-down shown in full

Invoice no. _____

Invoice date _____

Billing period _____

FIRM

Firm name / attorney name

Address

Phone / email / bar no.

CLIENT AND MATTER

Client name

Address

Matter name or number

FOR PROFESSIONAL SERVICES RENDERED (PERIOD)

TIMEKEEPER(S)

DATE	DESCRIPTION OF WORK	HOURS	RATE	AMOUNT
TIME ENTRIES — ONE LINE PER TASK, TIME IN TENTHS OF AN HOUR				

COSTS — ACTUAL OUT-OF-POCKET, EACH NAMED

Fees subtotal

Costs

Total fees and costs

Retainer applied

Balance due

Retainer — opening balance on
account

**Balance remaining on
account**

PAYMENT TERMS — REPLENISH RETAINER TO

NOTES

Prepared by

Date