INVOICE

Professional services — time entries and costs

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	

PAYMENT TERMS AND REMIT INSTRUCTIONS

NOTES

Prepared by

Date