

[Your Law Firm Name]

[Address Line 1]
[Address Line 2]
[City, State ZIP]
[Phone Number]
[Email]

INVOICE

Date: [Invoice Date]
Invoice #: [#####]
Due Date: [Due Date]

Billed To
[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State ZIP]
Prepared By
[Attorney Name]
[Bar Number]
[Email Address]

Description of Services	Date	Hours	Rate	Amount
[Service Description]	[MM/DD/YYYY]	[X.XX]	[\$XXX.XX]	[\$XXX.XX]
[Service Description]	[MM/DD/YYYY]	[X.XX]	[\$XXX.XX]	[\$XXX.XX]

Subtotal	[\$XXX.XX]
Taxes	[\$XX.XX]
Total	[\$XXX.XX]

Notes:
[Payment instructions or additional information goes here.]