

**The Law Offices of  
WOLF & WOLFE, LTD.**

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February 10, 2009

Invoice No. 11111

Invoice Submitted to:  
Mr. John Smith  
ABC Insurance Company  
Post Office Box 1234  
Anytown, OH 44644

**In reference to:   Lorrain Jones v. Third Suburban Builders Co.  
                          Claim No. 123456-3456  
                          Billing For The Fourth Quarter 2008**

			<u>Hrs/Rate</u>	<u>Amount</u>
10/02/08	SCW	Study new file materials received from Mr. John Smith.	.90	0.00
10/07/08	SCW	Prepare appearance (.1); Prepare answer to complaint (.7).	.80	0.00
10/08/08	SCW	Prepare correspondence to Mr. John Smith regarding initial analysis and review of file.	2.10	0.00
10/13/08	SCW	Prepare interrogatories directed to plaintiff (.7); Prepare production request directed to plaintiff (.6); Prepare notice of deposition for plaintiff (.1).	1.40	0.00
10/21/08	SCW	Court appearance before Judge Flanagan for initial case management conference.	.90	0.00
10/30/08	SCW	Study plaintiff's answers to our interrogatories (.3); Study plaintiff's responses to our production request (.2).	.50	0.00

11/02/08	SCW	Prepare for plaintiff's deposition (.6); Take plaintiff's deposition (2.1); Prepare summary of plaintiff's deposition (.9).	3.60	0.00
11/28/08	SCW	Meeting with Joe Defendant to prepare for his deposition (.6); Present Joe Defendant for his deposition (2.6).	3.20	0.00
12/01/08	SCW	Prepare summary of defendant's deposition testimony (.8); Correspondence to John Smith regarding Joe Defendant's deposition, plaintiff's deposition and recommendation to move for summary judgment (.4)	1.20	0.00
12/20/08	SCW	Prepare motion for summary judgment.	3.10	0.00

For professional services rendered

_____	_____
17.70	\$0.00

#### DISBURSEMENT/EXPENSES

10/10/08	SCW	Filing fee for appearance and jury demand.	\$440.00
10/27/08	SCW	Court reporter fee for the deposition transcript of plaintiff.	\$350.00
11/04/08	SCW	Photocopy charge for motion for summary judgment with exhibits. (Binding Charge: 8 x \$2.00 = \$16.00), (Photocopy Charge: 8 x 205 x .15 = \$246.00).	\$262.00
Total Costs			<u>\$1,052.00</u>

**Total amount of this bill** **\$XXX.XX**

FEIN No.: XX-XXXXXXX

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The above invoice is a sample of the format used by The Law Offices of Wolf & Wolfe, Ltd. Each task is separately identified followed by the amount of time expended on that task in parentheses. Expenses are itemized separately. There is no charge for routine photocopying, routine postage, or any general overhead expense.

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