

**[Invoice & Statement Samples]**

[Attorney Letterhead]

Date: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Re: \_\_\_\_\_

\_\_\_\_\_ [File Number] \_\_\_\_\_

**Statement**

**Legal Services**

[Date]	[Description Of Services]	[Attorney Initials]	[Hours]
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\_\_\_\_\_ Hours X (\$ \_\_\_\_\_ ) Hr. = \_\_\_\_\_

**Costs**

[Date]	[Description]	[Amount]
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Total Costs: \_\_\_\_\_

Total Bill: \_\_\_\_\_

*Note to Attorney: Add information concerning unpaid bills, etc. here.*