INVOICE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

BILL TO

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]

Invoice number:	2026-10-0147
Invoice date:	10/27/2026
Due date:	11/26/2026
Terms:	Net 30
Matter:	[Client v. Party, no.]

SERVICE	UNIT PRICE	QUANTITY	AMOUNT
Draft and revise motion [date] · [Attorney initials]	$325.00	3.4	**$1,105.00**
Client call re strategy [date] · [Attorney initials]	$325.00	0.5	**$162.50**
Legal research [date] · Associate	$225.00	2.6	**$585.00**
Court filing fee Cost advanced	$435.00	1	**$435.00**
Process server Cost advanced	$85.00	1	**$85.00**

NOTES/MEMO

Retainer applied from client trust account as shown. Detailed time entries attached. Thank you.

Subtotal:	$2,372.50
Invoice total:	$2,372.50
Amount paid:	-$1,500.00
Balance due:	**$872.50**