**Sample Invoice**

FIRM NAME

Attorneys at Law

P.O. Box 0000 New Orleans, LA 70000

January 31, 2017

Ms. Jane J. Good Client 1234 Shady Lane Covington, LA 70433

FOR PROFESSIONAL SERVICES RENDERED FOR THE PERIOD JANUARY 1 - JANUARY 31, 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **PROFESSIONAL** | **DESCRIPTION** | **HOURS/RATE** | **AMOUNT** |
| 1/2/04 | JJJ | Telephone conference with  defense attorney regarding scheduling  of Ms. Client’s deposition | 0.10 / $175 | $17.50 |
| 1/7/04 | JJJ | Meeting with Ms. Client to  review file and prepare for her deposition | 1.50 / $175 | $262.50 |
| 1/10/04 | JJJ | Attend the deposition of Ms. Client | 4.00 / $175 | $700.00 |
| 1/17/04 | MLT | Review and summarize deposition of Ms. Client | 1.50 / $75 | $112.50 |
| 1/18/04 | JJJ | Prepare Motion for Summary Judgment, Memorandum in Support of Motion for Summary Judgment, and Affidavit of Ms. Client | 3.00 / $175 | $525.00 |
| 1/20/04 | MLT | Court run to Civil District Court  to file Motion for Summary Judgment; obtain hearing date from division; walk through service to Sheriff | 1.00 / $75 | $75.00 |
|  |  | TOTAL FEES |  | $1,692.50 |
|  | COSTS EXPENDED ON YOUR BEHALF | | |  |
| 1/18/04 | Crackerjack Court Reporters -  one copy of Ms. Client’s deposition | | | $245.00 |
| 2/20/04 | Clerk, Civil District Court - filing fee - Motion for Summary Judgment | | | $25.00 |
| 1/20/04 | Civil Sheriff, Orleans Parish -  service fee - Motion for Summary Judgment | | | $20.00 |
|  | TOTAL COSTS | | | $290.00 |
|  | **TOTAL AMOUNT DUE** | | | **$1,982.50** |