

Information or instructions: Invoice billing setup form & Client invoice

**PREVIEW**

1. Internal law firm invoice and billing set up forms for a new client or matter.

**Form: Invoice and billing setup form**

**INVOICE AND BILLING SETUP FORM**

[Date]

**ATTORNEY-CLIENT COMMUNICATION: THIS DOCUMENT AND ITS CONTENTS CONSTITUTE LEGALLY PRIVILEGED INFORMATION**

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**CLIENT INFORMATION**

- [Client's name]
- [Client's address]
- [Client's telephone numbers]
- [Person to contact regarding the matter]

**MATTER INFORMATION**

- [Description of the Matter]
- [Attorney's Name]
- [File Number]
- [Hourly Billing Rate]

**THIS DOCUMENT**

**NOTES OR EXPLANATION**

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**THANK YOU**

Information or instructions: Client invoice

1. This invoice may be used to bill the client for services performed.

Information or instructions: Client invoice

**LegalFormsForTexas.Com**  
CLIENT INVOICE  
 [Date]

[Client's name]  
[Client's address]

# PREVIEW

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## STATEMENT FOR PROFESSIONAL SERVICES RENDERED

Client File Number: [File Number]

Matter: [Matter]

The following work has been performed on your behalf:  
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Date	Description of Work	Staff	Time: Hours & Minutes
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### Professional Services:

Total Time [Total Number of Hours & Minutes] x \$[Rate per hour] per hour =  
Subtotal: \$

Expenses: **THIS DOCUMENT**

Date	Description of Expense	Amount	Notes
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### Totals

Previous balance:	\$
Payments:	\$
Total amount owed:	\$

**THANK YOU**

Please make the check payable to: [Name of the Law Firm], Taxpayer I.D. number [Tax Payer ID Number]. Please pay the invoice within 10 days from the above date. Thank you.

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