

Information & Instructions: ~~Invoice and billing setup form~~

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**

CLIENT INFORMATION

PLEASE DO NOT COPY

[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

THANK YOU

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Information & Instructions: Client invoice

PREVIEW

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

Information & Instructions: Client invoice

CLIENT INVOICE

[Date]

[Client's name]

[Client's address]

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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:

Date	Description of Work	Staff	Time: Hours & Minutes
THIS DOCUMENT			

Professional Services:

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

Expenses:

Date	Description of Expense	Amount	Notes
THANK YOU			

Totals

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

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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.

PREVIEW

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THANK YOU

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