

INVOICE

Legal invoice template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
_____	_____	_____
MATTER NAME / #	BILLING PERIOD	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Date, timekeeper: task (hours in tenths × rate)		
Date, timekeeper: task		
Flat fee: service		
Costs advanced: filing / service / copies		
Retainer applied (negative)		
Trust balance remaining (note)		

NOTES & PAYMENT TERMS
Payment due within 15 days. Retainer applied as shown; please replenish the trust account to the agreed amount. Costs are billed at actual; receipts available on request. Questions about any entry are welcome within 30 days.

Subtotal

Tax

TOTAL DUE _____