

Paralegal Invoice

From:

[Your Name / Firm]

[Address Line 1]

[Address Line 2]

[Phone]

[Email]

Bill To:

[Client Name]

[Client Address Line 1]

[Client Address Line 2]

[Client Phone]

[Client Email]

Invoice Number:

[#####]

Issue Date:

[YYYY-MM-DD]

Due Date:

[YYYY-MM-DD]

Services Rendered:

Date	Description	Hours	Rate	Amount
[YYYY-MM-DD]	[Service Description]	[X.XX]	[\$XX.XX]	[\$XX.XX]
[YYYY-MM-DD]	[Service Description]	[X.XX]	[\$XX.XX]	[\$XX.XX]

Subtotal: [\$XXX.XX]
Taxes: [\$XX.XX]
Total: [\$XXX.XX]

Payment Instructions:

[Bank Details / PayPal / Cheque Information or Notes]

Authorized Signature

Thank you for your business.