



Sample PDF Invoice



Client Name
Client Entity Address
4321 Sample Street
City
Country

AB Law Firm
1357 Sample Street
City
Country

Include the invoice date and matter information here

Invoice No. 246810
Date: 11/11/21
Matter Name
Matter Ref: 1357911

The invoice summary should detail all fees, tax amounts, discounts and disbursements.

Invoice Summary

The invoice currency should be clearly shown

	Amount (USD)	Tax (10%)	Total (USD)
Fees	1405	140.5	1545.5
Disbursements/Expenses	155	15.5	170.5
Total (USD)	1560	156	1716
Less Discounts			-200
			Invoice Total: \$1,516

Discounts and any other reductions (e.g. prepaid fees) should appear in this section - separate from the line items.

Fees for Professional Services

Time recordings in HH:MM format

- ✓ Date
- ✓ Timekeeper initials
- ✓ Total hours
- ✓ Timekeeper rate
- ✓ Line item
- ✓ Total amount

Date	Timekeeper	Hours	Rate (USD)	Description	Amount (USD)
01/08/21	MS	2:00	220	Call with client re: statement of work	440
03/08/21	JM	1:00	180	Drafting statement of work	180
05/08/21	MS	0:30	220	Review email from client	110
07/08/21	MS	2:00	220	Travel to New York City	440
09/08/21	JM	1:00	180	Review and collate documents	180
11/08/21	MS	0:15	220	Call with client	55
					\$1,405

Timekeeper Details

Initials	Name	Role	Time	Rate (USD)	Total (USD)
MS	Mary Smith	Partner	4:45	220	1045
JM	John Murphy	Snr. Associate	2:00	180	360

Disbursements

Details of disbursements or expenses should be listed along with the total amount that appears in the invoice summary

Description	Amount (USD)
Travel expenses	90
Photocopying	65
	\$155