

Model Billing Statement

Why you need this Model Billing Statement:

Many clients don't like to pay their legal bills and without having measures in place to ensure payments, law firms can run into huge headaches. One best practice is to ensure that your billing statement clearly outlines what services your clients are receiving for their money.

How this Model Billing Statement helps you:

Use this Model Billing Statement to show your clients what services they are being billed for. The more specific you are, the fewer questions you will receive.

How to use this Model Billing Statement:

No two practices are the same, so modify this Model Billing Statement based on your circumstances.

THIS TOOL AND HUNDREDS MORE AVAILABLE AT: [HTTP://WWW.LAWOFFICEMGR.COM](http://www.lawofficemgr.com)

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MODEL BILLING STATEMENT

Law Firm
Address
Telephone

To: Client
Email

April 25, 2017

Date	Description	Time Spent	Rate	Amount Billed
4/1/2017	Open and set up electronic file	1.0	130.00	130.00
4/2/2017	Telephone call with client	0.2	275.00	55.00
4/10/2017	Prepare for deposition	0.5	350.00	175.00
4/12/2017	Attend deposition	1.5	350.00	525.00
	Totals:	3.2		\$885.00

Trust funds
Fee retainer received - 4/1/2017 \$2500.00
Cost retainer received - 4/1/2017 \$ 500.00

Total default as of 4/25/2017 **\$3,000.00**

Disbursements:
Attorneys' fees (885.00)
Costs (court reporter) (350.00)

Total disbursements: \$1,235.00

Total default balance: **\$1,765.00**

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