**Attorney Invoice Template**

Write your Company and Department Name here - Address Here

Phone: 000-000-000 Email: [www.abc@gmail.com](http://www.abc@gmail.com)

|  |
| --- |
| <Company Name> |
| < Street Address, City, State, Zip> |
| <Website, Email Address> |
| <Phone Number> |
|      |
| **BILL TO** |  | **LOCATION** |  | **INVOICE DETAIL** |
| <Contact Name> |   | <Name> |  | <Invoice No> |
| <Client Company Name> |   | <Address> |  | <Invoice Date> |
| <Address> |   | <Phone> |  | <Due Date> |
| <Phone, Email> |   |    |  |  |
|        |
| **ATTORNEY DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
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|  **Terms & Instructions** | **SUBTOTAL** |  |
|  <Add payment instructions here, e.g.: bank, PayPal...> | **DISCOUNT** |  |
|   | **SUBTOTAL LESS DISCOUNT** |  |
| <Add terms here, e.g.: warranty, returns policy...>  | **TAX RATE** |  |
|   | **TOTAL TAX** |  |
| **Thank you for your business!**  | **Balance Due** |  |