

Your business name

Your street address
Your city
Your country

INVOICE

SAMPLE-001

Issued Aug 13, 2026
Due Sep 12, 2026

BILL TO
900 Commerce Plaza
Chicago, IL 60602
United States

PO NUMBER
Matter 2026-0417
CURRENCY
USD

DESCRIPTION	QTY	PRICE	TOTAL
Legal services, partner (hourly)	4	\$450.00	\$1,800.00
Legal services, associate (hourly)	8	\$250.00	\$2,000.00
Filing fees and disbursements	1	\$320.00	\$320.00
Subtotal			\$4,120.00
Total Due			\$4,120.00

Net 30. Fees are billed against the retainer where applicable. Please reference the matter number with your payment.