

## How to Review Your Billing Invoice

The billing invoice itemizes all work accomplished on your legal matter and itemizes all expenses paid on your behalf on your legal matter.

The following is an explanation and break-down of each column shown on the billing invoice.

### **Professional Services**

Time Spent on the Work Accomplished in Tenths of an Hour	Date Work Accomplished	Paragraph Detailing Work Accomplished	Hourly Rate of Person Accomplishing Work	Hourly Rate Multiplied by Time Equals Amount Paid for Particular Work on File
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For Example:

.2	7/4/2010	Called George Washington & thanked him for winning the American Revolution	\$195	\$39.00
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I devoted .2 of an hour to this client's legal matter and called George. My hourly rate is \$195.00 times .2 of an hour for total legal fees of \$39.00 for this particular entry.

The remaining billing invoice categories are as follows:

### **For Professional Services Rendered**

This category summarizes the total amount of time devoted to your legal matter and the resulting total charges for this billing period.

### **Additional Charges**

This category itemizes all of the expenses billed out on your case; e.g., service of documents or filing fees to the court.

### **Total Additional Charges**

This category totals the expenses set out in "Additional Charges" paid out on your case.

### **Total New Charges**

This category adds the professional services and the expenses paid out on your case for a total new charge for this billing period.

## **Payment from Account**

This category shows a payment ( subtraction) of the total new charges from your Trust Account<sup>i</sup> if you have funds in your Trust Account. Just below this category you will see deposits into your Trust Account and payments from your Trust Account and the New Balance of your Trust Account or how much money you have left.

The New Balance of Trust sets out the amount that you have left in your Trust Account from the retainer or retainers paid.

If there are no funds left in your Trust Account, then the billing statement will show a balance due for professional fees and for any expenses advanced on your behalf.

If a balance is due on your legal matter, then you will also receive a statement showing the balance due in addition to the itemized bill.

If you have any questions, then please contact me. Thank you for being my client.

Kate Willmore  
Attorney at Law  
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<sup>i</sup> The Trust Account is the Account into which your retainer is deposited.