

Sample Attorney's Monthly Billing Statement

Date: July 1, 2006

Name of Client

Address

Final statement for all services rendered in the matter of the contract negotiation between (name of client) and (name of employer) at the rate of \$200 per hour per agreement:

1. 6/05/06	Initial Meeting with Client 10:30-11:15	NO CHARGE
2. 6/06/06	Review of initial proposed Agreement 7:30-7:55 a.m.	25 min.
	Tel. conv. with Client 9:05-9:15	10 min.
3. 6/07/06	Tel. conv. with Employer's Attorney 9:40-9:45	5 min.
	Tel. conv. with Client 8:45-8:50; 9:50-9:55	10 min.
4. 6/08/06	Draft of Revised Agreement including tel. conv. with tel. conv. with client, 6:50-8:05 a.m.	95 min
	Fax agreement to Employer's Attorney	
	Final Discussion with Employer's Attorney 2:05-2:25	20 min

Total time spent on Matter from June 5, 2006 through June 8, 2006: 165 min. or
2.75 hours

Amount earned: \$550.00