Identification of Matter	Period of Time Invoice Covers	Billing Period - Daily Basis	ame of Perse	Description & Task Performed	Amount of time spent to nearest one-tenth of an hour	Billing Rate	Total hourly time by each lawyer	Total Amount cost reimbursement	Total Monthly	Total Year to date
12121	8/1/2017	Monday	Joe Doe	Researched zip codes	3	$ 250.00	3	$750.00	$750.00	$750.00
										$750.00

Billing Key for Services
Not More than $250.00 per hour for Senior Lawyer
$175.00 per hour Junior Attorney
Bona Fide paralegals not more than $75.00

SAMPLE

There has not been any billing; all figures are just sample numbers to see how the spreadsheet works.