SAMPLE INVOICE

YOUR NAME

ADDRESS:
123 Main St.
Somewhere, VA 11111

Tel: 555-555-5555
email: 1expert@gmail.com

INVOICE NO. 1259
DATE January 23, 2009
Project Number **TREWS Project # on agreement**
Project Description **Client Name**

TO
Thomson Reuters Expert Witness Services

Email: Thomson.TREWS-billing@thomsonreuters.com
Fax: 202-747-6511

DUE DATE

Date	Hours	DESCRIPTION	Rate	LINE TOTAL
1/4/2009	0.75	Reviewing Documents	150.00	112.50
1/6/2009	1.10	Phone Conversation with Client	150.00	165.00
1/12/2009	3.25	Continue review of documents	150.00	487.50
1/15/2009	0.25	Reviewing e-mails from client	150.00	37.50
1/21/2009	5.30	Writing of report	150.00	795.00
		Expenses:		
1/18/2009		Airfare to/from Boston		715.00
1/18/2009		Parking at airport		30.00
1/19/2009		Breakfast before meeting with client		7.30
			TOTAL	2,349.80