

ATTACHMENT 3 – SAMPLE INVOICE SUMMARY PAGE

*LAW FIRM
NAME
LAW FIRM
ADDRESS*

Office of the City Attorney
Outside Counsel Invoice Processor
200 West Washington, Suite 1300
Phoenix, AZ 85003-1611

Invoice Date:
Invoice, No:
Client No:

Professional Services Period: XXXX X, 202X through XXXXX X, 202X

RE: Case
Name/Subject
Matter: Letter of
Engagement
No: Contract
No:
Project No:
Risk Management No:

TOTAL FEES	\$25,000.00
TOTAL DISBURSEMENTS	\$200.00
TOTAL THIS BILL	\$25,200.00
PREVIOUS BALANCE	\$10,000.00
TOTAL PAYMENTS & ADJUSTMENTS	(\$10,000.00)
TOTAL DUE UPON RECEIPT	<u>\$25,200.00</u>