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## Billing: Sample Billing Statement Letter

[Law Firm Letterhead]

[Date]

[Client Name]

[Address]

[City, State, Zip]

### **Legal Services Rendered**

February 2, 2024

Initial office consultation with client. Discussed fact situation and relative merits of complaint. Agreed to and signed representation agreement. NO CHARGE.

February 3, 2024

Drafted Notice of Acceleration. (.5 hour)

February 16, 2024

Arranged for title search to determine any additional parties in interest. (.25 hour)

February 17, 2024

Drafted foreclosure Complaint and Notice of Lis Pendens. (1.0 hour)

February 26, 2024

Telephone conference with defendant's attorney re possibility of agreeing to conditional judgment for purposes of allowing additional time for refinancing. (.5 hour)

**Total fee for legal services** **\$270.00**

### **Costs Incurred**

February 16, 2024

Title search w/AAA Corporate Services \$100.00

February 18, 2024

Filing fee – Complaint \$150.00

Service of Process \$75.00

**Total costs incurred** **\$325.00**

**BALANCE IN TRUST ACCOUNT as of February 1, 2024** **\$1,500.00**

**TOTAL SERVICES AND COSTS for February, 2024** **\$595.00**

**DRAWN FROM TRUST ACCOUNT on February 27, 2024** **\$595.00**

**CURRENT BALANCE IN TRUST ACCOUNT** **\$905.00**

**AMOUNT DUE THIS STATEMENT**

**\$0.00**

Please contact this office immediately if you have any questions. Thank you!