

WOLFE & JACOBSON, LTD.
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February 10, 2009

Invoice No. 11111

Invoice Submitted to:
Mr. John Smith
ABC Insurance Company
Post Office Box 1234
Anytown, OH 44644

**In reference to: Lorrain Jones v. Third Suburban Builders Co.
Claim No. 123456-3456
Billing For The Fourth Quarter 2008**

			<u>Hrs/Rate</u>	<u>Amount</u>
10/02/08	DHW	Study new file materials received from Mr. John Smith.	.90	0.00
10/07/08	DHW	Prepare appearance (.1); Prepare answer to complaint (.7).	.80	0.00
10/08/08	DHW	Prepare correspondence to Mr. John Smith regarding initial analysis and review of file.	2.10	0.00
10/13/08	DHW	Prepare interrogatories directed to plaintiff (.7); Prepare production request directed to plaintiff (.6); Prepare notice of deposition for plaintiff (.1).	1.40	0.00
10/21/08	DHW	Court appearance before Judge Flanagan for initial case management conference.	.90	0.00
10/30/08	DHW	Study plaintiff's answers to our interrogatories (.3); Study plaintiff's responses to our production request (.2).	.50	0.00

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11/02/08	DHW	Prepare for plaintiff's deposition (.6); Take plaintiff's deposition (2.1); Prepare summary of plaintiff's	3.60	0.00
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deposition (.9).

11/28/08	DHW	Meeting with Joe Defendant to prepare for his deposition (.6); Present Joe Defendant for his deposition (2.6).	3.20	0.00
12/01/08	DHW	Prepare summary of defendant's deposition testimony (.8); Correspondence to John Smith regarding Joe Defendant's deposition, plaintiff's deposition and recommendation to move for summary judgment (.4)	1.20	0.00
12/20/08	DHW	Prepare motion for summary judgment.	3.10	0.00

For professional services rendered

17.70 0.00

DISBURSEMENT/EXPENSES

10/10/08	DHW	Filing fee for appearance and jury demand.	\$440.00
10/27/08	DHW	Court reporter fee for the deposition transcript of plaintiff.	\$350.00
11/04/08	DHW	Photocopy charge for motion for summary judgment with exhibits. (Binding Charge: 8 x \$2.00 = \$16.00), (Photocopy Charge: 8 x 205 x .15 = \$246.00).	\$262.00

Total Costs \$1,052.00

Total amount of this bill **\$XXX.XX**

FEIN No.: XX-XXXXXXX

The above invoice is a sample of the format used by Wolfe & Jacobson, Ltd. Each task is separately identified followed by the amount of time expended on that task in parentheses. Expenses are itemized separately. There is no charge for routine photocopying, routine postage, or any general overhead expense.

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