

RETAINER STATEMENT

CLIENT / BILL TO

Statement No. _____

Date _____

Retainer Period _____

PROJECT / MATTER REFERENCE

RETAINER SUMMARY

DESCRIPTION	AMOUNT
Previous Retainer Balance	-----
Less: Drawdown / Fees Applied (Current Period)	-----
Remaining Retainer Balance	-----
Additional Retainer Replenishment Required	-----

ACTIVITY / DRAWDOWN DETAIL

DATE	DESCRIPTION OF SERVICE / ACTIVITY	HOURS / RATE	AMOUNT
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
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Total Fees Incurred

**Retainer Replenishment
due**

Total Payment Due

PAYMENT INSTRUCTIONS

Please make checks payable to: -----

For Wire / ACH Transfers: Bank: ----- Account: ----- Routing: -----

Payment is due within ----- days of statement date.

Thank you for your business.