
INVOICE

Invoice No: _____
Date: _____
Due Date: _____

CLIENT / BILL TO

PROCESS SERVER / AGENT DETAILS

CASE / JURISDICTION INFORMATION

Court / Jurisdiction:
Case / Index No:
Plaintiff / Petitioner:
Defendant / Respondent:

| DATE / TIME | DESCRIPTION OF SERVICE (FILING / PROCESS SERVE / ATTEMPT) | RECIPIENT / ENTITY & ADDRESS | AMOUNT |
|-------------|---|------------------------------|--------|
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|--------------------|--|
| Service Subtotal: | |
| Court Filing Fees: | |
| Mileage / Travel: | |
| Other / Notary: | |

Total Due:

PAYMENT TERMS & INSTRUCTIONS

SERVER / CLERK SIGNATURE

DATE