

# LEGAL TRANSCRIPTION BILLING INVOICE

*Professional Transcription Services*

**PROVIDER NAME:**

**ADDRESS:**

**PHONE / EMAIL:**

**TAX ID / EIN:**

**INVOICE NO:**

**DATE:**

**DUE DATE:**

**CLIENT NAME:**

**CASE / MATTER REFERENCE**

**CASE NAME:**

**DOCKET NO:**

**JURISDICTION:**

**DEPONENT/AUDIO:**

<b>DATE OF AUDIO</b>	<b>DESCRIPTION OF SERVICE / AUDIO FILE</b>	<b>VOLUME (MINS/PAGES)</b>	<b>RATE</b>	<b>TOTAL</b>

**SUBTOTAL:** \_\_\_\_\_  
**TAX / FEE:** \_\_\_\_\_  
**TOTAL DUE:** \_\_\_\_\_

**PAYMENT TERMS:**

**SPECIAL INSTRUCTIONS:**

\_\_\_\_\_  
TRANSCRIBER SIGNATURE

\_\_\_\_\_  
AUTHORIZED CLIENT SIGNATURE

