

SAMPLE

**Smith, Smith & Smith
Attorneys and Counselors at Law
1133 E. Park Lane
Your Town, GA 30333
770-555-5555**

January 1, 1995

CLIENT NAME AND ADDRESS.

LEGAL SERVICES RENDERED

December 1, 1994

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

December 4, 1994

Drafted Notice of Acceleration. (.5 hour)

December 15, 1994

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

December 16, 1994

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

December 25, 1994

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 \$225.00

COSTS INCURRED

December 15, 1994

Title search w/ AAA Corporate Services \$75.00

December 17, 1994

Filing fee -- Complaint \$125.00

Service of Process \$60.00

Total costs incurred \$260.00

BALANCE IN TRUST ACCOUNT as of December 1, 1994	\$1,500.00
TOTAL SERVICES AND COSTS for December, 1994	\$485.00
DRAWN FROM TRUST ACCOUNT on December 31, 1994	\$485.00
CURRENT BALANCE IN TRUST ACCOUNT	\$1,015.00
AMOUNT DUE THIS STATEMENT	\$0.00

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