

[illegible]

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## Billing Summary

Total Billable Hours: \_\_\_\_\_

Total Amount Billed: \$ \_\_\_\_\_

## Task Codes

RES: Legal Research

DOC: Document Drafting/Review

COR: Correspondence (Email, Letters)

PHN: Phone Conference

MTG: Client/Witness Meeting

DEP: Deposition

HRG: Court Hearing

TRL: Trial Work

TRV: Travel

ADM: Administrative (Billable if client-related)

NBL: Non-Billable (Internal)

## Review and Approval

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approval Date: \_\_\_\_\_

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**Note:** Please record all time in increments of 0.1 hours (6 minutes). Use the provided task codes for accurate billing.