



Billing Rate:

\$_____ / hr

MRC	Medical Record Review & Chronology
SCA	Standard of Care Analysis
CAU	Causation Analysis
LIT	Medical Literature Research
EXP	Expert Witness Identification
DEP	Deposition Preparation

TRL	Trial Support
RPT	Report Drafting
COM	Client Communication
ADM	Administrative / File Management
CLE	Continuing Legal Education / Training
OTH	Other (describe in Notes)

[illegible]



MONTHLY SUMMARY — HOURS & REVENUE

Total Hours This Period
BILLABLE HOURS

Total Hours This Period
NON-BILLABLE HOURS

Revenue This Period
GROSS BILLABLE AMOUNT
\$ _____

BILLABLE HOURS BY CASE / MATTER

Case / Matter Name	Matter No.	Billable Hrs	Non-Bill Hrs	Total Hrs	Rate	Amount Due
TOTALS		_____	_____	_____		_____

CUMULATIVE TOTALS — YEAR TO DATE

YTD Billable Hours

YTD Non-Billable Hours

YTD Revenue Invoiced
\$ _____

YTD Revenue Collected
\$ _____

LNCC Continuing Education Tracking Note
LNCC certification requires 30 continuing education units every 5 years. Maintain documentation of CE activities separately.

INVOICE CROSS-REFERENCE LOG

Invoice No.	Invoice Date	Period Covered	Total Hours	Amount Billed	Date Paid	Check / Ref. No.	Balance
TOTALS			_____	_____			_____