

UNDERSTANDING YOUR BILL

- 1 Charges will be through either the 10th or 24th of each month
- 2 Total charges for work done on client's case for the billing cycle
- 3 Total amount transferred at the time of billing (if client has funds in the trust account)
- 4 Total current charges minus trust account transfer (#3)
- 5 Amount due to replenish trust account to the minimum retainer agreed to in the representation agreement
- 6 Total amount due based on subtotal of current charges and additional retainer required
- 7 Detail of case charges for the billing cycle
- 8 Number of hours worked on the case/task
- 9 Payments made towards invoices from trust account
- 10 Trust balance at the time of billing
- 11 Payments applied to invoices or other expenses (example: filing fee etc.)
- 12 Payments client has made to trust account as of the billing end date (#1)
- 13 Total balances of disbursements and receipts
- 14 Current trust balance

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Tommy Client
2007 Advocacy Way
Virginia Beach, VA 23452

December 30, 2020

File #: 55-5555

Inv #: 99999

RE: Tommy Client v. Wife

1 CHARGES BELOW THROUGH 12/24/2020

2	Total Current Charges	29.50
	Trust Transferred at Billing	29.50
4	Subtotal	0.00
	Additional Retainer Required	772.50
6	BALANCE NOW DUE	\$0.00

PAYMENT DUE UPON RECEIPT

CLICK SECURE LINK TO PAY: <https://secure.lawpay.com/pages/swangolaw/trust>

DATE	7 DESCRIPTION	8 HOURS	AMOUNT
Dec-20-2020	Receipt and review of Correction Form received from Virginia Beach Circuit Court; Preparation of Motion & Order to Amend Complaint; Preparation of Amended Complaint; Preparation of revised Final Decree of Divorce; Preparation of letter to Clerk enclosing said documentation for filing	1.00	0.00
Dec-21-2020	Review and endorse letter to Clerk enclosing documentation changed per their Correction Form	0.20	0.00
Dec-21-2020	Scan and e-mail to Client letter to Clerk enclosing Motion & Order to Amend Complaint, the Amended Complaint and the revised Final Decree of Divorce; Calendar file for follow-up	0.10	29.50
	Totals	1.30	\$29.50

PAYMENT DETAILS

Oct-30-17	Payment for invoice: 21810	29.50
9	Total Payments	\$29.50

Invoice #: 99999

December 30, 2020

TRUST STATEMENT

	11 Disbursements	12 Receipts
10 Trust Balance Forward		1,757.00
Dec-30-2020 Paid To: Swango Law, P.C. Payment for invoice: 99999	29.50	
13 Total Trust	\$29.50	\$1,757.00
14 Trust Balance		\$1,727.50

