

[Your Name], [Credentials]
[Business name, if any]
[Street address]
[City, State ZIP]
[Phone] · [Email]
[Tax ID / EIN — optional, or “available on request”]

INVOICE

Invoice no. [2026-014]
Invoice date [September 10, 2026]
Period covered [Aug 1 – Aug 31, 2026]
Due [Net 30 – Oct 10, 2026]

BILL TO

[Attorney name], Esq.
[Firm name]
[Firm address]
Attn: [Accounts payable contact, if known]

MATTER

Matter [State v. Doe] / [Doe v. Memorial Hospital]
Your file no. [Firm's internal matter number]
Engagement date [Date of engagement letter]
Role [Consulting expert] / [Testifying expert]

Professional services

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
08/03/2026	Initial call with [Attorney] re: scope, records available, timeline for report	0.5	\$175.00	\$87.50
08/04/2026	Review of ED records, [Hospital], 8/12–8/14 admission (Bates 000001–000412); chronology of vitals and nursing notes	3.2	\$175.00	\$560.00
08/06/2026	Review of nursing policies produced 7/29 (Bates 000413–000488); comparison to charted care	2.0	\$175.00	\$350.00
08/11/2026	Draft written summary of findings and open questions for [Attorney]	1.8	\$175.00	\$315.00
08/12/2026	Call with [Attorney] to walk through summary; identify additional records to request	0.6	\$175.00	\$105.00
08/20/2026	Deposition preparation: review of [Nurse X] deposition transcript (72 pp.)	2.4	\$175.00	\$420.00
08/27/2026	Expedited review of supplemental production (rush rate authorized by [Attorney] email 8/26)	1.5	\$262.50	\$393.75

Expenses

DATE	DESCRIPTION	AMOUNT
08/04/2026	Records printing, 412 pp. @ \$0.10	\$41.20
08/20/2026	Transcript copy, [Nurse X] deposition (receipt attached)	\$95.00

Professional services (12.0 hrs)	\$2,231.25
Expenses	\$136.20
Less: advance payment applied	(\$0.00)
TOTAL DUE	\$2,367.45

Payment terms. Payment is due within 30 days of the invoice date. Please reference invoice no. [2026-014] and matter [Doe] with your payment. Checks payable to [Name / Business]. ACH and card details on request. Balances unpaid after 30 days accrue a late charge of [1%] per month or the maximum permitted by law, whichever is less. Questions about this invoice: [email] or [phone]. Supporting time entries, emails, and receipts are kept for each line item and available on request.

Expert Witness Invoice — template · Page 1 of 2

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What attorneys check before they pay

Every bracket on page 1 is a fill-in. Sample rates are illustrative: expert and legal nurse consultant rates vary widely by specialty, region, and role.

Before an expert invoice gets approved, someone at the firm looks for these. Make them easy to find.

- 1 **The firm's matter number.** Not yours. Ask for it in the engagement email and put it on every invoice.
- 2 **A description per line that says what the work was for.** “Records review” invites a question. “Review of ED records 8/12–8/14 admission, chronology of vitals for depo prep” does not.
- 3 **Dates that match the case calendar.** The attorney can check your entries against the deposition date, the call on their calendar, and the production date. When they line up, the invoice is trusted.
- 4 **Tenths, not rounded hours.** 0.5, 1.8, 3.2. Whole numbers across the board look estimated.
- 5 **Authorization for anything unusual.** Rush rate, travel, second reviewer. Cite the email date on the line item (“authorized by [Attorney] email 8/26”).
- 6 **A clean split of fees vs. expenses,** with receipts for anything over the firm's threshold (often \$25 or \$75).
- 7 **Consistency with your fee schedule.** If the schedule says \$175/hr and the invoice says \$185, it stops. If a rate changed, say when and why.
- 8 **Who to call.** A name, email, and phone on the invoice so accounts payable doesn't have to ask the attorney.
- 9 **Whether it's the first invoice or a running balance.** If prior invoices are outstanding, list them by number under the total, not mixed in.
- 10 **No surprises in the total.** If the invoice will exceed the estimate you gave, the email saying so should predate the invoice.

Two things that cause silent delays

- PDF attachments named “invoice.pdf.” Name it [YourLastName]_Inv-2026-014_[Matter].pdf.
- Sending to the attorney only. Copy the firm's billing address if you have it, or ask who should receive invoices.

In criminal defense matters (court-appointed or public-defender work): the invoice may go to the court or an administrative office for approval, often on a required form with a cap. Ask the attorney at engagement whether a voucher or authorization number is needed on each invoice.

How to use this template

- Copy the format into your own tool, or use page 1 as the print layout. Fill in the firm's matter number first.
- Pair it with a fee schedule sent with your engagement letter, and reference it on every invoice (“per fee schedule dated 1/1/2026”).
- Keep the backup next to the entry: the email that authorized the rush, the receipt for the transcript, the Bates range you reviewed. The invoice is only as strong as what is behind it.

This template comes from **TallyHi**, a Mac app for expert consultants who bill law firms by the hour. It generates invoices in this format from a running log of billable events, with the emails and files that back them up attached to each case. tallyhi.com