

**DRAFT FOR CLIENT REVIEW**

**INVOICE**

July 1, 201\_\_

**(VIA E-MAIL: \_\_\_\_\_)**

Manufacturing, Inc.  
7250 Yellow Road  
Prosperous, PA \_\_\_\_\_  
Attn: Mr. \_\_\_\_\_

Client: Manufacturing, Inc. (“Company”)

Matters: General

Ban the Box  
Sick Leave Law  
Blue re. Recall  
Jones, Thomas A.  
Federal Express  
Forms  
    Employment Application  
Brown, Eric L.  
Industrial Manufacturing  
Intellectual Property  
Scott, Christopher M.  
2230 Headquarters Road  
    Sale  
Warehouse  
Warehouse Retention

---

FOR PROFESSIONAL SERVICES RENDERED from April 1, 201\_\_ through June 30, 20\_\_  
including:

Re. General:

Re. Ban the Box: Review correspondence from Ms. Smith; review \_\_\_\_\_ and other state laws re. use of question about criminal history on Employment Application; communication to Ms. Smith; and telephone conference with Ms. Smith.

Re. Sick Leave Law: Review correspondence from Ms. Smith; correspondence to Ms. Smith; review and evaluation of new law effective as of July 1, 201\_\_; further review and analysis of new law; telephone conference with Ms. Smith re. background; compare state’s law to existing policy; and telephone conference with Ms. Smith.

Re. Blue re. Recall: Review correspondence from Mr. Brown; review correspondence from US Consumer Product Safety Commission to Mr. Brown;

Manufacturing, Inc.

Invoice: April 1, 201\_\_ through June 30, 201\_\_

and communication to Mr. Brown.

Re. Jones, Thomas A.: Review correspondence from Ms. Smith; review California laws re. consideration for Confidentiality Agreements; review correspondence from Ms. Smith; and telephone conference with Ms. Smith.

Re. Federal Express: Review correspondence from Mr. Green; review General Agency Agreement; communication to Mr. Green; further review of issues raised by General Agency Agreement; and telephone conference with Mr. Green.

Re. Forms re. Employment Application: Review correspondence from Ms. Smith; review Employment Application; correspondence to Ms. Smith; review correspondence from Ms. Smith; further review of Employment Application; and telephone conference with Ms. Smith.

Re. Brown, Eric L.: Review correspondence from Mr. Red re. employee being laid off for warehouse issues; review Retention Agreement; intraoffice conference re. issues; communication to Mr. Red; telephone conference with Mr. Red and Ms. Smith; draft revisions to Retention Agreement; and correspondence to Mr. Red and Ms. Smith.

Re. Industrial Manufacturing: Review correspondence from Mr. White; review potential infringing site; intraoffice conference re. issues; review potential issues with site; communication to Mr. White; telephone conference with Mr. White re. issues; intraoffice conference re. issues; review background information; evaluate various possible approaches; intraoffice conference; and review and assess issues and approaches.

Re. Intellectual Property: Telephone conference with Mr. Brown re. trademark renewal.

Re. Scott, Christopher: Review correspondence from Ms. Smith; review Child Support laws; telephone conference with Ms. Smith re. process for separation payments with respect to Child Support; review correspondence from Ms. Smith; review short term disability policy; telephone conference with Ms. Smith; review multiple correspondence from Ms. Smith re. short term disability; intraoffice conference re. approaches; telephone conference with Ms. Smith; review multiple correspondence from Ms. Smith re. short term disability; telephone conference with Ms. Smith; review correspondence from Ms. Smith re. short term disability and final day; and telephone conference with Ms. Smith.

Re. 2230 Headquarters Road:

Re. Sale: Correspondence to Title Agent; review correspondence from Title Agent; correspondence to Mr. Black; review background documents; review Commitment; and telephone conference with Mr. Black re. Survey

Manufacturing, Inc.

Invoice: April 1, 201\_\_ through June 30, 201\_\_

and Commitment.

Re. Warehouse: Review correspondence from Mr. Blue; intraoffice conference re. employee who has been missing work; telephone conference with Ms. Smith re. termination of employee; and correspondence to Mr. Red.

Re. Warehouse Retention: Telephone conference with Mr. Red and Ms. Smith re. adjustments to suggested bonus and an individual to terminate.

AGREED VALUE OF SERVICES: \$?

---

SUBJECT TO THE CLIENT'S BUDGET AND  
SUBJECT TO THE CLIENT'S SENSE OF THE VALUE OF THE FIRM'S SERVICES,  
THE FIRM'S SUGGESTION AS TO THE VALUE  
OF THE FIRM'S SERVICES IS \$\_\_\_\_\_.00

---

THE FIRM RESPECTFULLY REQUESTS THAT, ABSENT A CALL TO THE FIRM,  
ANY INVOICE WITH AN "AGREED VALUE OF SERVICES"  
BE PAID WITHIN FIVE (5) BUSINESS DAYS.

---

Excerpts from The Firm Billing Policy:

1. A major goal of the Firm is to make sure that, exclusive of material disbursements, no Client pays a Firm invoice unless the invoice fits the Client's budget and unless the invoice represents the Client's determination of the value of the Firm's professional services. The Firm does not finalize any invoice until the Client has approved it in draft form.

Before the AGREED VALUE OF SERVICES is determined by the Client, the Firm proposes for the Client's review and consideration a SUGGESTED VALUE OF SERVICES. The SUGGESTED VALUE OF SERVICES, exclusive of material disbursements, is subject to the Client's budget and the Client's determination of the value of the Firm's professional services.

The AGREED VALUE OF SERVICES represents the agreement between the Firm and the Client as to the value of the Firm's professional services, exclusive of material disbursements. Because the Firm does not bill the Client based on time or disbursements, exclusive of material disbursements, the AGREED VALUE OF SERVICES involves no representation by the Firm as to the amount of time or disbursements involved with the Firm's

Manufacturing, Inc.

Invoice: April 1, 201\_\_ through June 30, 201\_\_

professional services.

2. The Firm does not bill for routine and non-substantial disbursements. For material disbursements, the Firm will either bill the Client for the material disbursements or request the Client to pay the material disbursements directly to the vendor.