

Understanding an Invoice

Header

Identifies the law office details, billing contact and provides key payment details.

Case Information

Confirms which case or matter the charges apply to. Lists the case name and number.

Time Entries

Provides a transparent breakdown of legal services performed and how time was billed. It details each billable activity including:

- Date the service was performed.
- Employee initials.
- Activity description.
- Hourly rate charged.
- Hours Worked (e.g., 0.10 = 6 minutes)
- Line Total

Terms & Conditions

Provides clear instructions on how to pay and avoid extra fees outlining payment methods.

Outstanding Balance Summary

Provides a listing of outstanding invoices to be paid.

Payment History

Provides a listing of all payments made on the current invoice.

Secure Payment Link

Provides a secure payment link. Online payments include a 3% convenience fee.

Adjustments

It lists added fees or credits (for example):

- 3% convenience fee applies when using the payment link.
- 1.5% interest charge if invoice is not paid in full within sixty (60) days of the bill date.
- Credit from a Consultation Invoice.

Timekeeper Summary

Gives an at-a-glance view of total hours worked and total billed amount by firm staff.

Balance Summary

Shows exactly how the total amount due is calculated.

Installment Due

If participating in a "Pay Now to File" or payment plan program, it details each due date and the amount due including when a payment was credited, to an installment.

Account Summary

Lists deposits, withdrawals, and balances from any trust or non-trust account.


Law Offices of Julie Byrd Ashworth
P.O. Box 635
Collierville, TN 38027-0635
901-373-6111

Law Offices of Julie Byrd Ashworth

Margaret K Smith
1500 Munford Ave.
Munford, TN 38053

Balance \$347.63
Invoice # 02494
Invoice Date February 3, 2025
Payment Terms Due on Receipt
Due Date See Payment Plan

Frank S. Smith v. Margaret K. Smith (99999)

Securely pay online 
<https://law-offices-of-julie-byrd-ashworth.mycase.com/xyz1234>

Time Entries

Date	EE	Activity	Rate	Hours	Line Total
01/14/2025	JBA	Court Appearance	\$400.00	1.00	\$400.00
01/21/2025	DC	Correspondence	\$150.00	0.25	\$37.50
Totals:				1.25	\$437.50

Adjustments

Item	Applies To	Type	Description	Basis	Percent	Line Total
Accrual	Sub Total	% Percentage	Convenience Fee	\$337.50	3.0%	\$10.13
Accrual Total:						\$10.13

Timekeeper Summary

	Billable Hours	Amount Billed
Julie Byrd Ashworth	1.0 hrs	\$400.00
Diana Choate, BPS	0.25 hrs	\$37.50

Terms & Conditions:
We offer a range of easy payment options. Please note that if you opt to use the payment link provided, a 3% CONVENIENCE FEE will be applied to Credit Card payments and eCheck transactions.
If you opt for one of these options, there won't be any extra fees:
• CashApp at \$Juliebyrdlaw (note your full name).
• Venmo at @Julie-Byrd-14 (note your full name).
• Exact cash, check, or money order at our Memphis or Munford offices made payable to: JULIE BYRD ASHWORTH.
• Check or Money Order, made payable to: JULIE BYRD ASHWORTH, mailed to: Julie Byrd Ashworth, Attorney at Law, P.O. Box 635, Collierville, TN 38027.
Feel free to pick the option that suits you best. If you have questions about payment, just give us a shout. We're here to help.

Time Entry Sub-Total: \$437.50
Sub-Total: \$437.50
Additions: \$10.13
Total: \$447.63
Amount Paid: \$100.00
Balance Due: \$347.63

Outstanding Balance Summary

Invoice #	Due Date	Original Balance	Balance Due
2493	01/02/2025	327.34	327.34

Installment Due

Installment Due	Amount
02/03/2025 Manual payment successful	\$100.00
03/03/2025	\$100.00
04/03/2025	\$100.00
05/03/2025	\$100.00
06/03/2025	\$47.63

Payment History

Activity	Date	Payment Method	Amount	Responsible User	Deposited Into
Payment Received	Feb 4, 2025	Other	\$100.00	Diana Choate, BPS (Paralegal)	Operating

Account Summary

Margaret K Smith's Trust History
Balance As Of 02/04/2025: \$400.00

Date	Related To	Details	Amount	Balance
01/01/2025	--	Trust deposit	\$400.00	\$400.00

Margaret K Smith's Credit History
Balance As Of 02/04/2025: \$100.00

Date	Related To	Details	Amount	Balance
01/15/2025	--	Credit deposit	\$100.00	\$100.00