

SECTION II
SUMMARY OF SERVICES

SERVICES RENDERED	HOURS	FEE
a) Telephone Calls		
b) Correspondence Drafted		
c) Correspondence Reviewed		
d) Legal Research		
e) Court Appearance		
f) Preparation of Pleadings and Briefs		
g) Internal Office Meetings: (1) solely w/applicants staff: (2) third party conferences:	_____ _____	_____ _____
h) Out of Office Meetings		
i) Review of File		
j) Travel Time		
k) Fee Application Preparation		
l) Other Services: _____ (Continue other services to separate page if needed.) _____	_____ _____	_____ _____
SERVICES TOTAL:		

SECTION III
SUMMARY OF DISBURSEMENTS

DISBURSEMENTS	AMOUNT
a) Telephone	
b) Messenger Service	
c) Photocopying No. of Pages ___ Rate per Page ___ (Max. .20¢/pg.)	
d) Travel (attach details-U.S. Gov't rate)	
e) Postage	
f) Other (explain) _____ _____ _____	_____ _____ _____
DISBURSEMENTS TOTAL:	

