

Interim Billing Statement

Statement No.	IBS-2024-001	Date	2024-06-04
Client Name	John Doe & Co.	Project/Case No.	PJ-4587-23
Billing Period	May 1, 2024 – May 31, 2024	Prepared by	Jane Smith

Summary of Charges

Description	Hours/Qty	Rate	Amount
Professional Services (Consulting)	22	\$150/hr	\$3,300.00
Research Assistance	10	\$90/hr	\$900.00
Administrative Support	8	\$60/hr	\$480.00
Photocopying and Printing	65 pages	\$0.15/page	\$9.75
Travel Expenses	â€“	â€“	\$120.00
Subtotal			\$4,809.75
Less: Payment Received (May 15, 2024)			-\$2,000.00
Balance Due			\$2,809.75

Remittance Information

Please remit payment by June 18, 2024.
Make all checks payable to: John Doe & Co.
Bank Transfer Details: ABC Bank, Account No: 123456789, IFSC: ABCD000111

Important Notes

- This is an interim statement reflecting billable activities for the specified period only.
- Final total charges may differ depending on the scope and duration of ongoing work.
- Please contact us immediately if there are discrepancies or questions regarding this statement.
- Payments are due as per the terms agreed in the engagement letter.
- Delay in payment may attract late fees as stipulated in the contract.