

[FIRM LETTERHEAD]

Date

Bill # _____

ESD Contract No: _____

To: New York State Urban Development
Corporation d/b/a
Empire State Development
633 Third Avenue
New York, New York 10017
Attn: General Counsel

Matter Name/No.: _____

FOR PROFESSIONAL SERVICES rendered through (date) \$_____

FOR PROFESSIONAL FEES

<u>Date</u>	<u>Timekeeper</u>	<u>Hours*</u>	<u>Fees**</u>	<u>Description of Services</u>
xx/xx/xxxx	Partner A			Review Court decision.
xx/xx/xxxx	Partner B			Review of Appraisals.
xx/xx/xxxx	Associate A			Review copies of maps.
xx/xx/xxxx	Associate B			Conference re: appraisals.
xx/xx/xxxx	Legal Asst. A			Prepare and file court documents.

TOTAL HOURS:

\$

TOTAL FEES:

\$

TIMEKEEPER SUMMARY

<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Fees</u>
<u>Partners</u>			
Partner A			\$
Partner B		_____	_____
Partner Totals			
<u>Mid-level Associates</u>			
Associate A			
Associate B		_____	_____
Associate Totals			\$
<u>Legal Assistants</u>			
Legal Assistant A		_____	_____
Legal Assistant Totals			\$
Total All Timekeepers			\$

* Billing on 1/10th of an hour preferred.

** # of hours x the applicable rate.

Examples of Charges and Disbursements (grouped by category):***

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	PHOTOCOPY CHARGES:	
xx/xx/xxxx	Photocopy 2400 copies @ 0.10	
xx/xx/xxxx	Photocopy 1400 copies @ 0.10	
	TOTAL PHOTOCOPY CHARGES 3800 @ 0.10	\$ _____
	FAX CHARGES:	
xx/xx/xxxx	4 pgs @ \$1.00 to (name of individual)	
xx/xx/xxxx	3 pgs @ 1.00 each to (names of 3 individuals)	
	TOTAL FAX CHARGES 13 pgs @ 1.00	\$ _____
	FEDEX CHARGES:	
xx/xx/xxxx	Fedex to General Counsel of ESD	
xx/xx/xxxx	Fedex to Deputy General Counsel of ESD	
	TOTAL FEDEX CHARGES	\$ _____
	TOTAL CHARGES AND DISBURSEMENTS	\$ _____
	TOTAL FOR MATTER (MATTER NAME):	\$ _____

***Please note any individual line item over \$250 requires supporting documentation.