Check a legal bill line by line

Page 1 - entirely fictional worked example; preserve the real bill unchanged.

Copy an entry exactly, calculate beside it, then ask a source-linked question. Similar entries do not establish misconduct.

Invoice / line ID	Work date / timekeeper	Exact description / source reference	Hours or units x stated rate	Billed amount / calculation	Question / response / status
F-101 / 1	May 3 / Lawyer A	Review draft / email E1	0.4 x $300	$120 / matches	Which draft? Open
F-101 / 2	May 3 / Lawyer A	Review draft / source unknown	0.4 x $300	$120 / matches	Separate work or repeated entry? Open
F-101 / 3	May 4 / Assistant B	Organize documents / list D1	0.3 x $120	$42 / calculates to $36	Explain $6 difference. Open
F-101 / 4	May 5 / expense	Filing expense / receipt missing	1 x $85	$85 / matches	Request supporting receipt. Open
F-102 / 1	May 9 / credit	Adjustment / reference missing	Not applicable	-$120	Which earlier entry does this offset? Open

RECONCILE WITHOUT CHANGING THE BILL

Stated charges: $367 | Later credit: $120 | Stated net before opening balance or payment: $247.
Using the displayed rate for line 3: $36 instead of $42; calculated-rate alternative net: $241.
These are different calculations, not an amended bill or a conclusion about what is legally owed.
Keep opening balance, new charges, credits and payments separate; confirm a credit was actually applied.

Michael P. Martin | I own AdvocateSI and sell educational kits. Educational process guidance, not legal advice.

Your blank six-column worksheet

Page 2 - use a separate copy; do not put private records into a public chatbot.

Invoice or matter ID: _____ Statement date: _____ Date checked: _____

Invoice / line ID	Work date / timekeeper	Exact description / source reference	Hours or units x stated rate	Billed amount / calculation	Question / response / status

RECONCILIATION AND SOURCE REFERENCES

Opening balance: _____ New charges: _____ Credits: _____ Payments: _____ Net: _____

Requested amount / source: _____

Awarded amount / order: _____

Paid amount / record: _____