**MIDC Sample Invoice Instructions**

The MIDC has prepared four sample indigent defense invoices that local funding units and attorneys may use to track their time. The MIDC does not mandate the use of any specific invoice format and local funding units and attorneys are free to modify these samples to meet their needs or utilize other means of time-tracking and billing.

**Types of Sample Invoices**

The four samples are designed with different time-tracking and invoicing styles in mind:

* The *Single Case* invoice is designed for local funding units and attorneys that wish to track time and billing separately for individual cases.
* The *Multiple Cases Stacked* invoice is designed for local funding units and attorneys that wish to track time and billing separately for individual cases but wish to consolidate those cases onto a single invoice.
* The *Multiple Cases Combined* invoice is designed for local funding units and attorneys that wish to track time and billing as a running list of activities from a particular time period (e.g., a week or a month) without grouping the work by case.
* The *Docket* invoice is designed for local funding units and attorneys that wish to track time and billing for docket work that is not associated with an individual case.

Local funding units and attorneys may make use of these samples in whatever manner fits with their workflow and billing practices.

**Using the Samples**

The sample invoices are provided as Word documents that utilize the table feature. Users can open the documents in Word and type information directly into the appropriate box. If needed, users can insert rows by highlighting a row, right clicking, and selecting “Insert Row,” or by hovering near the left side of the table and clicking the “+.” Users can also copy and paste entire tables in the *Multiple Cases Stacked* sample to report information on additional cases.

The contact information, invoice number, and invoice date are contained in the document header. To edit that information, users can either double-click in the header area or navigate to the Insert tab on the Word ribbon and click on “Header.”

Documents can be saved as Word documents and submitted for review or saved as a PDF. To save a Word document as a PDF, users can:

1. Click “Save As,” change Save As Type to PDF, and click “Save.”
2. Click “Print,” and then instead of selecting a physical printer, select “Microsoft Print to PDF” (or another program you use for similar purposes), click “Print,” and then select a location to save the file.