

Name the specific Investment Adviser, Fund, or Entity, if applicable

[Company Name]

Include a unique invoice number

INVOICE

[Street Address]
[City, ST ZIP]
Phone: (000) 000-0000
Company Contact: Bob Brown
123-456-7890

INVOICE #	DATE
[123456]	1/1/2023

Provide a specific contact person (name and phone/email) for questions about this invoice

Name the specific Blackstone handling attorney or business professional

BILL TO

ABC LTD. Legal Entity
1245 Central Avenue
New York, NY
10212

Attn To: Jane Smith
RC: [Cost Center/Project Code]
PO: 9876541

Include the cost center /project code if applicable

PO number if provided

VAT Number: IE1234567X

Include Matter Type. See Matter Type list with descriptions and choose

Legal Matter Type: Other Regulatory & Compliance

DESCRIPTION	USD
FOR PROFESSIONAL SERVICES rendered in connection with [Blackstone matter name or sufficiently detailed description of matter] done for (specific investment advisor or fund) for the period [start] through [end]	
Fees	\$XX,XXX.00
Charges and Disbursements	
Discount (if applicable).	\$0.00
Taxes	
TOTAL	

Use descriptive subject lines and matter names

Include names and levels of billed for individuals

Title	Timekeeper Names	Level	Hours	BX Rate	Amount	Reference
Partner	Julie A	Level 1	2.2	XX	XXX	60000-111-2222-3333-4444
Legal Assistant	Greg E	Level 3	5.8	XXX	XXXX	60000-111-555-3333-6666

Provide specific descriptions

Date	Timekeeper Names	Narratives	Hours
12/6/2022	Anna C	Review client emails regarding updated exam request; call with client to discuss production request; edit email from client regarding production requests 3 and 4.	1.2
12/6/2022	James B	Review and comment on supplemental requests and proposed responses.	0.9
12/7/2022	Julie A	Client team call re: A and emails re: draft responses to same (.8).	0.8