



中倫律師事務所
ZHONG LUN LAW FIRM

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INVOICE / 收款通知书

Date 日期	28/07/2019	ZL Invoice Reference ¹ 中伦收款通知编号	053928-0001/023
Client 客户		Paley, Rothman, Goldstein, Rosenberg, Eig & Cooper, Chartered Attn: Paul Marcotte, Jr. 4800 Hampden Lane, Seventh Floor, Bethesda, Maryland, USA.	
Subject Matter 事项		Service Period 服务期限	June 2019
Legal Fee 律师费	USD 1,668	Reimbursement 报销费用	
Sum Now Due ² 总应付款	USD 1,668		

Please make the payment to the banks account as follows:
请将上述款项付至下列账户:

Account Number 账号	1209 0403 9310 502	Swift Code 银行代码	CMBCCNBS131
Account Name ³ 账户名称	Beijing Zhong Lun Law Firm Guangzhou Office 北京市中伦(广州)律师事务所		
Bank Name 开户行	China Merchants Bank, Guangzhou Branch, R&F Center Subbranch 招商银行广州分行富力中心支行		
Address 地址	2/28F R&F Center, 10 Huaxia Road, Guangzhou, China 广州市华夏路 10 号富力中心 2/28 楼		

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¹ Please kindly indicate the ZL Invoice Reference number on your bank processing document and provide us a copy of the bank confirmation for the payment. /请在银行付款单据上标明中伦收款通知编号, 并向我方提供相关银行确认书。
² Please pay equivalent foreign currency if a USD account is not available. /若未能支付美元, 请支付等值外币。
³ Please indicate the FULL name in the bank advice and state the FULL name at the remark or note section on the bank advice./ 请在银行付款单据上列明全称并在汇款附言或备注栏填入收款人全称。

CHARGE DETAILS/收费明细

TO OUR PROFESSIONAL CHARGES for our service rendered in respect of the following:
中伦律师事务所就如下事宜提供了专业服务:

Date 日期	Description of Services 服务记录	Personnel 人员	Hours Spent 所用小时数
20/06/19	Preparing the draft Letter of Demand in English to the property manager and the tenants.	Veronica L	1.4
	Revising the draft Letter of Demand prepared by Veronica LIN and arranging the translation of the same.	Helen W	1.3
24/06/19	Proofreading the translation of the draft Letter of Demand prepared by Veronica LIN and sending the same to client.	Helen W	0.6
25/06/19	Reviewing the draft Letter of Demand to the tenants prepared by Helen WONG.	Kent W	1.2
26/06/19	Revising the draft Letter of Demand as commented by Kent WOO and sending the same to client.	Helen W	0.6

For clarification we have set out below a table showing the hours spent by ZL personnel:
为明确起见, 我们在下表中列明了中伦律师事务所工作人员所花费的时间:

Personnel 人员	Hours Spent 总计小时数	Rate (USD)/hour 每小时费率	Legal Fee (USD) 律师费
Kent WOO	1.2	480	576
Helen WONG/Veronica LIN	3.9	280	1,092
Totals/合计:			1,668