REJECTED BILLING EXAMPLES

Acme Manufacturing Corporation

The following examples represent billing narratives that were REJECTED for insufficient detail, vague language, or non-compliance with Acme Manufacturing's billing guidelines. DO NOT use these patterns in your billing submissions. Each example is followed by an explanation of why it was rejected.

Rejected Example 1:

"Email review."

Why rejected: Completely lacking in detail. Does not specify whose emails, what subject matter, what action was taken, or what was accomplished.

Rejected Example 2:

"Telephone conference with client."

Why rejected: No description of what was discussed, what issues were addressed, or what decisions were made. Generic and uninformative.

Rejected Example 3:

"Legal research."

Why rejected: Does not identify what legal issue was researched, what sources were consulted, or what was discovered. Too vague.

Rejected Example 4:

"Reviewed documents."

Why rejected: Does not specify which documents, why they were reviewed, what was found, or what action was taken as a result.

Rejected Example 5:

"General case review and analysis."

Why rejected: Uses prohibited language ('general'). Completely non-specific about what was reviewed, why, or what analysis was performed.

Rejected Example 6:

"Miscellaneous work on case."

Why rejected: Uses prohibited term ('miscellaneous'). No description of actual work performed. Appears to be block billing or padding.

Rejected Example 7:

"Conference call."

Why rejected: Minimal detail. Does not identify participants, topics discussed, or outcomes. Insufficient for billing purposes.

Rejected Example 8:

"Drafted correspondence."

Why rejected: Does not specify to whom the correspondence was addressed, what subject it concerned, or what purpose it served.

Rejected Example 9:

"Review of file."

Why rejected: Too vague. Does not explain what was reviewed in the file, why it was necessary, or what was accomplished.

Rejected Example 10:

"Administrative tasks."

Why rejected: Uses prohibited language. Administrative tasks should generally not be billed to client unless specifically authorized.