

ACME MANUFACTURING CORPORATION

Legal Billing Guidelines

These guidelines establish the standards and expectations for legal billing submitted to Acme Manufacturing Corporation. All outside counsel must comply with these requirements to ensure accurate and timely payment of invoices.

1. NARRATIVE REQUIREMENTS

Detail and Specificity: All time entries must clearly describe the work performed with sufficient detail to allow assessment of the necessity and value of the services. Vague descriptions such as "emails," "telephone calls," or "review of documents" are insufficient and will be rejected.

Subject Matter: Each entry must identify the specific subject matter addressed. For example, instead of "reviewed correspondence," the entry should state "reviewed and analyzed correspondence from opposing counsel regarding discovery dispute over production of financial records."

Action and Outcome: Describe not only what was reviewed or discussed, but also the action taken or the outcome. For example: "Drafted response to opposing counsel's motion to compel with supporting case law analysis."

2. PROHIBITED TERMS AND PRACTICES

The following terms and phrases are considered insufficiently descriptive and must NOT be used in billing narratives:

- "General review"
- "Email review" or "reviewed emails" (without specifying subject and action)
- "Miscellaneous tasks"
- "Administrative work"
- "Case review" (without specifying what was reviewed and why)
- "Conference with client" (without describing the subject matter)
- "Legal research" (without identifying the issue researched)

3. REQUIRED ELEMENTS

Every billing entry must include the following elements:

1. **Subject:** Clear identification of the matter or issue addressed
2. **Action:** Specific description of the work performed

- 3. **Purpose:** Explanation of why the work was necessary
- 4. **Outcome:** Result of the work (when applicable)

4. PREFERRED LANGUAGE AND TONE

Billing narratives should be professional and formal. Use complete sentences where possible. Avoid abbreviations unless they are standard legal terms. Use past tense to describe completed work (e.g., "drafted," "reviewed and analyzed," "prepared").

5. COMPLIANCE AND ENFORCEMENT

Invoices containing entries that do not comply with these guidelines will be returned for revision. Repeated non-compliance may result in termination of the engagement or adjustment of fees. All counsel are expected to familiarize themselves with these guidelines and train their billing staff accordingly.