



INVOICE  
Fee Statement  
In-House Training by LawProse, Inc.

August 1, 2017

To: Justice Beth Walker  
Supreme Court of Appeals of West  
Virginia  
Capitol Complex  
Building One, Room B-302  
Charleston, West Virginia 25305

From: LawProse, Inc.  
14180 Dallas Parkway  
Suite 280  
Dallas, TX 75254

Fee statement for services rendered in preparing and  
conducting the seminar for your group on July 28, 2017.

Vendor's Name: LawProse, Inc.  
Vendor's Address: 14180 Dallas Parkway, Suite 280  
Dallas, TX 75254

TIN: [REDACTED]

Invoice number: 07282017 ✓

Description of services: legal-writing seminar

Total Remaining Lecture Fee: \$10,250  
Course books and related expenses: \$881.67  
Travel expenses: \$1,120.39  
Total Due: \$12,252.06 ✓

Due September 2, 2017.

FINAL INVOICE

I CERTIFY THAT THE ABOVE MERCHANDISE  
WAS RECEIVED IN GOOD CONDITION AND  
CONFORMED TO SPECIFICATIONS.

DATE 8/2/2017  
SIGNED Beth Walker, Jg.

**Details of Expenses**  
July 28, 2017

30 Advanced Judicial Writing course books @ \$25 each	\$750
FedEx shipping: 3 boxes	\$56.67
LawProsc handling and packaging boxes @ \$25/box—3 boxes	\$75
9 Advanced Judicial Writing course books @ \$25 each	\$225
Executive Amendment (KHC)	(\$225)
Course books and related expenses:	\$881.67
Dallas car service (\$80/2)	\$40
Airfare	\$1,020.39
Skycap	\$10
Car from airport to hotel	\$0
Porter	\$10
Hotel	\$0
Dinner (per diem)	\$0
Dallas car service (\$80/2)	\$40
Travel expenses:	\$1,120.39
Lecture fee for full-day seminar for up to 30 participants	\$18,500
Additional Attendance @ \$1,000 per group of 10 31-40 1 group	\$1,000
Deposit paid	(\$9,250)
Lecture fee remaining:	\$10,250
<b>Total Due:</b>	<b>\$12,252.06</b>



LAWPROSE

11156 College Parkway  
Suite 200  
Dallas, TX 75241

Public CLE Seminars  
In-House CLE Seminars  
Online Writing & Analytical Training  
Personalized Courses  
Document Redlining  
Editorial Guidelines  
Appellate Process Group  
High School Briefing

August 1, 2017

Justice Beth Walker  
Supreme Court of Appeals of West Virginia  
Capitol Complex  
Building One, Room E-302  
Charleston, West Virginia 25305

Dear Justice Walker:

Enclosed is our invoice for the legal-writing seminar that Professor Garner taught on July 28, 2017. I trust that you'll find it to be in order and ask that you put it in line for payment.

As always, he looks forward to seeing you and your colleagues again soon.

All best wishes,  
Karolyne

**Troy, Sue**

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**From:** Walker, Beth  
**Sent:** Tuesday, August 01, 2017 9:41 PM  
**To:** Troy, Sue  
**Cc:** Johnson, Gary; Loughry, Allen  
**Subject:** Fwd: LawProse Fee Statement  
**Attachments:** WV Supreme Court 7.28.17.pdf; ATT00001.htm

Sue,

Can you process this for payment? Thanks so much.

Beth

Begin forwarded message:

**From:** Mia Taylor <[REDACTED]>  
**Date:** August 1, 2017 at 5:47:44 PM EDT  
**To:** "[Beth.Walker@courtswv.gov](mailto:Beth.Walker@courtswv.gov)" <[Beth.Walker@courtswv.gov](mailto:Beth.Walker@courtswv.gov)>  
**Cc:** Karolyne <[REDACTED]>  
**Subject:** LawProse Fee Statement

Dear Justice Walker,

Thank you again for your help in arranging the program. We greatly appreciate it.

Attached is our fee statement. Please let me know if you have any questions.

Enjoy your evening!

Sincerely,  
Mia



**State of West Virginia  
Agency Purchase Order**

**CORRECT ORDER NUMBER  
MUST APPEAR ON ALL PACKAGES,  
INVOICES, AND SHIPPING PAPERS.  
QUESTIONS CONCERNING THIS  
ORDER SHOULD BE DIRECTED TO  
THE DEPARTMENT CONTACT.**

Order Date: 2017-08-02

Order Number: APO 2400 2400 SUP1700000006	Procurement Folder: 323109
Document Name: LawProse Inc.	Reason for Modification: Add cost of materials and travel
Document Description: full-day seminar on Advanced judicial Writing	
Procurement Type: Agency Purchase Order	
Buyer Name: Linda Sue Racer Troy	
Telephone: (304) 558-0145	
Email: sue.troy@courtswv.gov	
Shipping Method: Best Way	Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

Vendor Customer Code: VC0000054254 LAWPROSE INC 14180 DALLAS PARKWAY SUITE 280  DALLAS TX 75254  US Vendor Contact Phone: (000) 000-0000 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Sandra Johnson Requestor Phone: (304) 340-2300 Requestor Email: sandra.johnson@courtswv.gov
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304-558-0145 WV SUPREME COURT OF APPEALS  BUILDING 1 ROOM E-100  1900 KANAWHA BLVD EAST  CHARLESTON WV 25305  US	304-558-0145 WV SUPREME COURT OF APPEALS  BUILDING 1 ROOM E-100  1900 KANAWHA BLVD EAST  CHARLESTON WV 25305  US
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**Total Order Amount: \$21,502.06**

**DEPARTMENT AUTHORIZED SIGNATURE**  
 SIGNED BY:  
 DATE:  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Advanced Judicial Writing for the Supreme Court of Appeals of West Virginia on July 28, 2017

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	86000000	0.00000			\$18,500.00
	<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>	<b>Delivery Date</b>
	2017-07-28	2017-07-28			

Commodity Line Description: Education and Training for Advanced Judicial Writing

**Extended Description:**

Advanced Judicial Writing for the Supreme Court of Appeals of West Virginia on July 28, 2017 requested by Justice Walker

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	86000000	0.00000			\$1,000.00
	<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>	<b>Delivery Date</b>
	2017-07-28	2017-07-28			

Commodity Line Description: Education and Training for Advanced Judicial Writing

**Extended Description:**

Fee for additional participants

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	86000000	0.00000			\$881.67
	<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>	<b>Delivery Date</b>
	2017-07-28	2017-07-28			

Commodity Line Description: Course books and related expenses

**Extended Description:**

Course books and shipping and handling costs

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	86000000	0.00000			\$1,120.39
	<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>	<b>Delivery Date</b>
	2017-07-28	2017-07-28			

Commodity Line Description: Travel expenses for Professor Garner

**Extended Description:**

Airfare, cab fee

SUP1700000006	<b>Document Phase</b> Draft	<b>Document Description</b> full-day seminar on Advanced judicial Writing	<b>Page 3</b> of 3
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