

Legal Services Billing Quick Reference Guide

Category	Key Notes
Fees & Rates	<ul style="list-style-type: none"> Hourly Rates must be held constant for 2 years or the life of the matter, whichever is longer Hourly Rate increases will be rejected without a specific mutually-agreed reason
Reporting	<ul style="list-style-type: none"> Work-In-Process (WIP) updates must be submitted to legalops@lyb.com by the 2nd business day each month for fees or expenses incurred, during the month, but not yet invoiced through our E-Billing platform
Expenses	<ul style="list-style-type: none"> Expenses must be reasonable, necessary, and reflect actual disbursements without mark-up If over \$2K must be pre-approved or line will be rejected LYB will not reimburse for expenses related to normal overhead, supplies, support staff, overtime charges, or any direct expenses that should be covered by the firm and be included in base rates
Invoice Submission	<ul style="list-style-type: none"> Invoices must contain a fully detailed narrative for every line, even when a UTBMS code is provided. Invoices must be submitted within 45 days after work is incurred or they will be rejected Invoices must be submitted via the LYB E-Billing platform No summary or pro-forma invoices can be submitted
Key Provisions	<ul style="list-style-type: none"> Do not submit fixed or other AFA charges as an “Expense” or “Hourly” rate type. Use the “Flat Fee” rate type in CounselGo Do not use “misc.” UTMBS codes for any reason Only actual expenses should be submitted with the “Expense” rate type Contact legalops@lyb.com if you have non-EU VAT or NA Sales tax is applicable to your invoice Refer to the Legal Billing Guidelines document for how to classify your time-keeper and how to populate the “Practice Group” field for the internal LYB team you are providing legal services to