

# Billable timesheet

Weekly · A4

Name \_\_\_\_\_ Client \_\_\_\_\_ Week starting \_\_\_\_\_ Billing increment ☐ Exact ☐ 6 min ☐ 10 min ☐ 15 min

| Date | Client | Project / task | Description | Start | Finish | Break (min) | Hours | Billable ✓ |
|------|--------|----------------|-------------|-------|--------|-------------|-------|------------|
|      |        |                |             |       |        |             |       |            |
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|      |        |                |             |       |        |             |       |            |

Client sign-off

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed to confirm the hours above. Billable hours are rounded up to the increment ticked above.

This week

Total hours

Billable hours