

Billing increment chart

Minutes worked to hours billed · A4

Find the minutes worked and read across. **Up** rounds to the next full increment. **Nearest** goes to the closer increment: exact halves go up, and any time worked bills at least one increment.

6-minute increments · tenths of an hour

Min	Up	Nearest	Min	Up	Nearest	Min	Up	Nearest	Min	Up	Nearest
1	0.1	0.1	16	0.3	0.3	31	0.6	0.5	46	0.8	0.8
2	0.1	0.1	17	0.3	0.3	32	0.6	0.5	47	0.8	0.8
3	0.1	0.1	18	0.3	0.3	33	0.6	0.6	48	0.8	0.8
4	0.1	0.1	19	0.4	0.3	34	0.6	0.6	49	0.9	0.8
5	0.1	0.1	20	0.4	0.3	35	0.6	0.6	50	0.9	0.8
6	0.1	0.1	21	0.4	0.4	36	0.6	0.6	51	0.9	0.9
7	0.2	0.1	22	0.4	0.4	37	0.7	0.6	52	0.9	0.9
8	0.2	0.1	23	0.4	0.4	38	0.7	0.6	53	0.9	0.9
9	0.2	0.2	24	0.4	0.4	39	0.7	0.7	54	0.9	0.9
10	0.2	0.2	25	0.5	0.4	40	0.7	0.7	55	1.0	0.9
11	0.2	0.2	26	0.5	0.4	41	0.7	0.7	56	1.0	0.9
12	0.2	0.2	27	0.5	0.5	42	0.7	0.7	57	1.0	1.0
13	0.3	0.2	28	0.5	0.5	43	0.8	0.7	58	1.0	1.0
14	0.3	0.2	29	0.5	0.5	44	0.8	0.7	59	1.0	1.0
15	0.3	0.3	30	0.5	0.5	45	0.8	0.8	60	1.0	1.0

15-minute increments · quarter hours

Min	Up	Nearest	Min	Up	Nearest	Min	Up	Nearest	Min	Up	Nearest
1	0.25	0.25	16	0.50	0.25	31	0.75	0.50	46	1.00	0.75
2	0.25	0.25	17	0.50	0.25	32	0.75	0.50	47	1.00	0.75
3	0.25	0.25	18	0.50	0.25	33	0.75	0.50	48	1.00	0.75
4	0.25	0.25	19	0.50	0.25	34	0.75	0.50	49	1.00	0.75
5	0.25	0.25	20	0.50	0.25	35	0.75	0.50	50	1.00	0.75
6	0.25	0.25	21	0.50	0.25	36	0.75	0.50	51	1.00	0.75
7	0.25	0.25	22	0.50	0.25	37	0.75	0.50	52	1.00	0.75
8	0.25	0.25	23	0.50	0.50	38	0.75	0.75	53	1.00	1.00
9	0.25	0.25	24	0.50	0.50	39	0.75	0.75	54	1.00	1.00
10	0.25	0.25	25	0.50	0.50	40	0.75	0.75	55	1.00	1.00
11	0.25	0.25	26	0.50	0.50	41	0.75	0.75	56	1.00	1.00
12	0.25	0.25	27	0.50	0.50	42	0.75	0.75	57	1.00	1.00
13	0.25	0.25	28	0.50	0.50	43	0.75	0.75	58	1.00	1.00
14	0.25	0.25	29	0.50	0.50	44	0.75	0.75	59	1.00	1.00
15	0.25	0.25	30	0.50	0.50	45	0.75	0.75	60	1.00	1.00

Over an hour? Round the whole entry. 1 hr 47 min is 107 minutes: rounded up, that bills 1.8 hours in tenths or 2.00 in quarters.

Each entry, or the day? Rounding every entry adds more. Two 7-minute calls bill 0.4 hours rounded separately, but 0.3 hours as one 14-minute entry.