

TIMESHEET

FILLABLE, AUTO-CALCULATING - WEEKLY HOURS TO BILLABLE TOTAL

YOUR BUSINESS

WEEK OF	EMPLOYEE / CONTRACTOR	ROLE / PROJECT	APPROVED BY
CLIENT / EMPLOYER		REGULAR RATE	OVERTIME RATE
		PROJECT CODE	NOTES REF

DAY / DATE	WORK PERFORMED	REG HRS	OT HRS	TOTAL HRS

NOTES

APPROVAL NOTES

TOTAL REGULAR HOURS
TOTAL OVERTIME HOURS
REGULAR RATE
OVERTIME RATE
BILLABLE TOTAL

Pro tip: a timesheet that computes the billable total is the fastest path from hours to invoice - and the hardest for a client to dispute!

Template by Invoice My Clients- send branded invoices with online payments, reminders, and autopay at invoicemyclients.com