



# Petal & Paper

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## Freelance timesheet



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HOURS LOGGED

# timesheet

## Week commencing \_\_\_\_

Day rate: £\_\_\_\_ Hourly rate: £\_\_\_\_

## Monday to Wednesday

Mon: Client \_\_\_\_\_ Project \_\_\_\_\_  
Hours \_\_\_\_ Notes: \_\_\_\_  
Mon: Client \_\_\_\_\_ Project \_\_\_\_\_  
Hours \_\_\_\_  
Tue: Client \_\_\_\_\_ Project \_\_\_\_\_  
Hours \_\_\_\_ Notes: \_\_\_\_  
Tue: Client \_\_\_\_\_ Project \_\_\_\_\_  
Hours \_\_\_\_  
Wed: Client \_\_\_\_\_ Project \_\_\_\_\_  
Hours \_\_\_\_ Notes: \_\_\_\_

## Thursday to Friday + weekend

Thu: Client \_\_\_\_\_ Project \_\_\_\_\_  
Hours \_\_\_\_ Notes: \_\_\_\_  
Thu: Client \_\_\_\_\_ Project \_\_\_\_\_  
Hours \_\_\_\_  
Fri: Client \_\_\_\_\_ Project \_\_\_\_\_  
Hours \_\_\_\_ Notes: \_\_\_\_  
Weekend (if applicable): Client \_\_\_\_\_  
Hours \_\_\_\_

## Week totals

Total billable hours: \_\_\_\_ Rate: £\_\_\_\_ Invoice  
value: £\_\_\_\_  
Non-billable (admin, business dev): \_\_\_\_hrs  
Client 1: \_\_\_\_hrs Client 2: \_\_\_\_hrs Client 3:  
\_\_\_\_hrs  
Hours to invoice this week: \_\_\_\_ Invoice sent: ☐