

Freelancer & Contractor Timesheet

Freelancer / contractor: _____ Client: _____ Currency: _____

Date	Project / task	Description	Hours	Rate	Amount	Billable
2026-07-06	Website redesign	Homepage layout	6.00	80.00	480.00	Yes
2026-07-07	Website redesign	Client review call	1.50	80.00	120.00	Yes
2026-07-08	Internal	Admin and invoicing	0.50	0.00	0.00	No
Total						

Amount = hours x rate. Attach this record to your invoice and use the billable amount as the invoice total.