Monthly timesheet

Name _____ Client _____

Project _____ First day of the month _____

Times as 9:00 and 17:30, the break in minutes. Hours are end minus start minus the break, as decimal hours: 7.50 is 7 h 30 min.

Date	Start	End	Break (min)	Hours	Billable	Project, task or work done
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Total hours _____

Billable hours _____

Hourly rate _____

Amount to bill _____

Signature _____ Date _____

Approved by (name and signature) _____ Date _____

Template from clockaroo.com/templates/timesheet-template