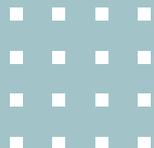
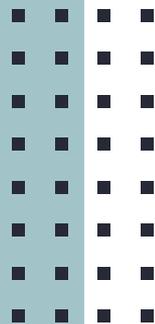


# Time Tracking for Client Work



Whether you're working for hourly rates or for a flat rate, **you need to keep track of your time.** You will need to send a bill to your client for your work.



# Hourly Rates



You will need to identify your **minimum hourly rate** before beginning to work on the project.

## How to identify your hourly rate:

- 1. Calculate your predicted expenses for this project.**
  - This can include software or service expenses, office equipment, rent, telephone bills, etc.
- 2. Calculate the average amount of time a project like the one you're going to be working on might take.**
  - a. Look at your billable hours from previous projects to calculate an average.
- 3. Divide the total amount you would like to make by the amount of time you're most likely going to spend on the project to get your hourly rate.**
  - a. This should also include your predicted expenses.

[\( Link to Article Here \)](#)



**Your time is valuable, so get compensated accordingly.**

# Flat Rates



Flat rates can be a **good option** so that both you and your client know exactly how much your work will **cost from the start**.

Flat rates are **not a good option** if the scope of the project changes because you will still get compensated for the total negotiated amount but complete more work on the project.

## Examples of how a flat rate works:

- A flat rate project with a \$2,000 budget and 100 billable hours means that you are being compensated at a rate of \$20 per hour.
- A flat rate project with a \$2,000 budget and 25 billable hours means that you you are being compensated at a rate of \$80 per hour.

# Determining Flat Rates



## How to identify your flat rate:

- 1. You need to know your hourly rate first.**
  - a. Make sure this includes the estimated expenses for the project.
- 2. Estimate how long the project will take you to complete.**
  - a. Base this off of your previously completed projects.
- 3. Use your hourly rate and multiply it by the estimated amount of time that the project will take to be completed, this will give you your flat rate for the project.**

Adjust your rates as necessary as you complete more projects to make sure that you are continuing to quote properly.

## Some things to keep in mind when determining your rates:

- 1. The type of work.**
  - a. Understand what deliverables are considered more valuable for the client, those might be worth more than the hours needed to complete the work.
- 2. The reproduction of your work.**
  - a. How many times will your work be printed or used?
- 3. The intended use of the work.**
  - a. An illustration for a highly trafficked website is worth more to a client than one that appears only in the employee newsletter.





**Time tracking is crucial.**

# How to Track Your Time

If you're not working for a salary, **time tracking is necessary** to ensure that you're compensated properly for your work.

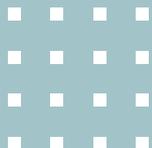
## Four Easy Steps to Time Tracking:

- 1. Keep it simple.**
  - a. Use an easy time tracking system so you will be more likely to use it effectively.
- 2. Make it visually appealing.**
  - a. We all know that you are more likely to use something that has an attractive design.
- 3. Include the team.**
  - a. If you're working with other people on a project, make sure that you are all tracking your time together so that everyone is compensated accordingly.
- 4. Use an online tool.**
  - a. If you aren't one to keep up with an Excel sheet or a Word document, then a simple online time tracking tool is right for you.

[\( Link to Article Here \)](#)



**It is important to feel  
confident in charging  
what you are worth.**



# Time Tracking Tools



1. **Toggl** - an online time tracker that also has a desktop app.
2. **Harvest Time Tracking** - an online webpage that also has a mobile app.
3. **Excel Spreadsheet/Word Document Chart** - traditional but not the best route for time and energy.



Overview



Time & Expenses



Team



Projects



Invoices



Scheduling

## Track time your way.

Start and stop timers as you work through your to-do list, or enter all your hours into a timesheet in one go. Harvest lets you track time in whatever way is easiest for you.

The screenshot shows the Harvest interface for tracking time on Wednesday, 10 May. It includes a navigation bar with options like Time, Expenses, Projects, Team, Reports, Invoices, Estimates, and Manage. Below the navigation, there are tabs for Time, Pending Approval, Unsubmitted, and Archive. The main content area displays a calendar grid for the day, with a total time of 20:59. A list of tasks is shown with their respective durations and status (Start/Stop buttons):

Task	Duration	Status
Penguin Tour Campaign (Astorian Publishing) Frontend Programming - Working on the new homepage.	0:48	Start
Web Design (Astorian Publishing) Research - Reviewing last month's stats.	1:15	Start
Magazine Design (Barrington Publishers) Marketing - Brainstorming ideas for the cover with Curran.	3:00	Start
Penguin Tour Campaign (Astorian Publishing) Project Management - Last minute launch checks.	0:02	Stop
<b>Total:</b>	<b>5:05</b>	

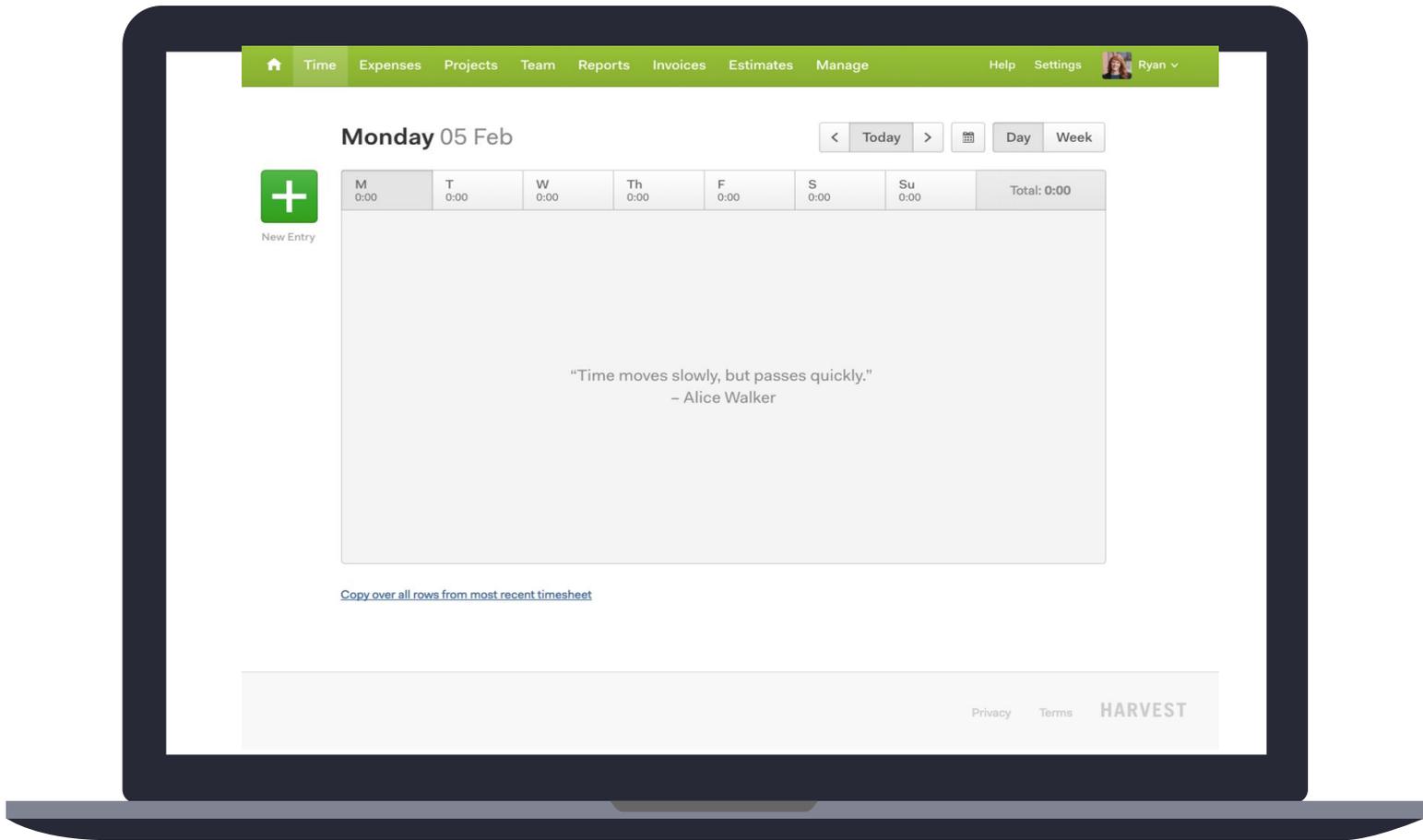
### Track time as you work.

Flexible tracking lets you track time as you work, or enter hours after you're done.

### Track with precision.

Track time to specific clients, projects, and tasks, and add notes to remember exactly what you worked on.

[Daily Timers](#)
[Weekly Timesheet](#)



## Harvest Time Tracking

## New Estimate

Estimate Id

Estimate For

PO Number

Tax [Apply tax to estimate](#)

Issue Date

Discount  %

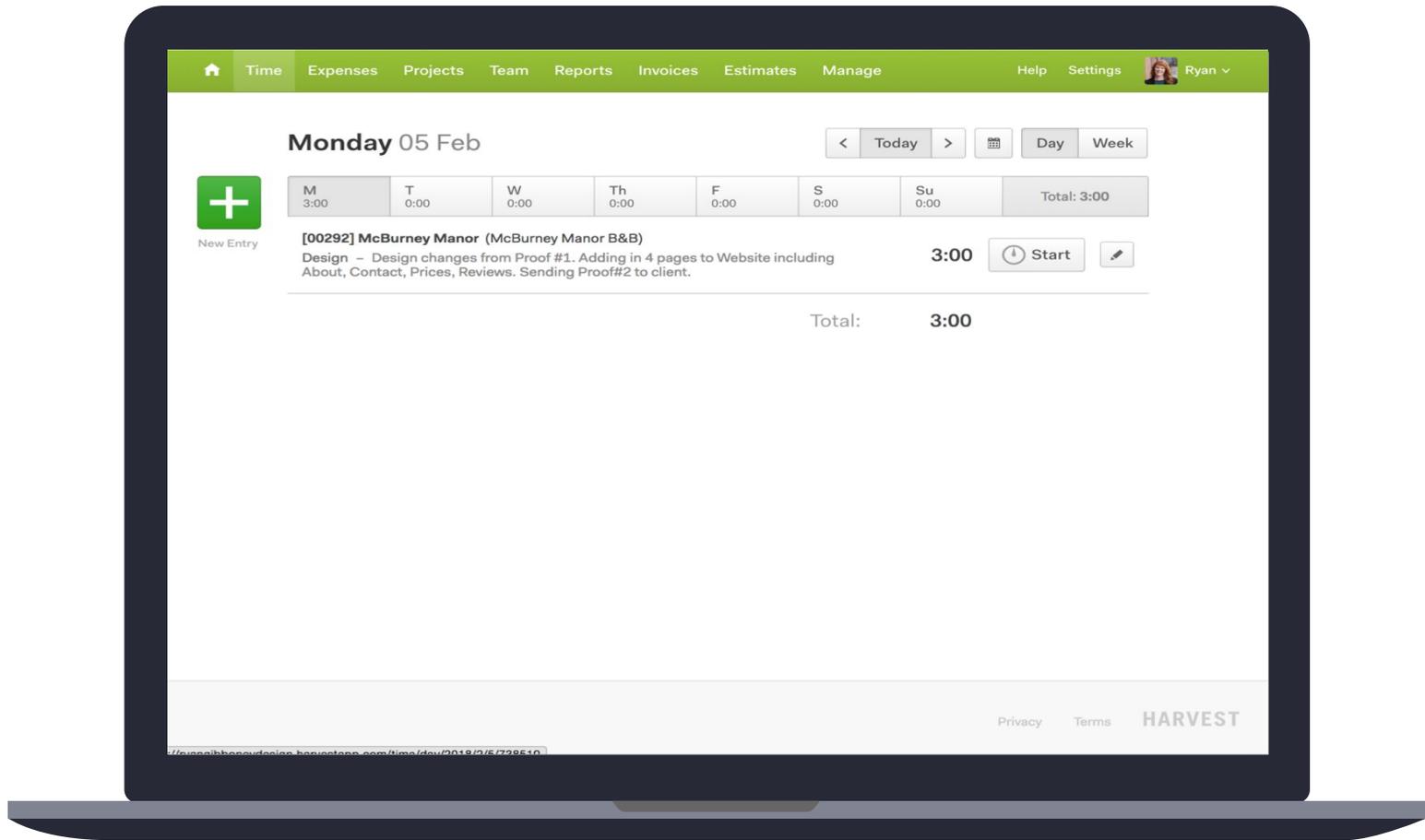
Currency

Subject

Item Type	Description	Quantity	Unit Price	Amount
X Service	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	\$0.00
X Service	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	\$0.00
X Service	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	\$0.00
X Service	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	\$0.00
X Service	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	\$0.00
			Subtotal	\$0.00
			<b>Estimate Total</b>	<b>\$0.00</b>

Notes (optional, displayed on estimate)

Formatting tips: \*bold\*,\_italics\_



## Harvest Time Tracking - Adding Time Entries with Descriptions

# Invoices

An invoice is a document you issue to your client to **break down your costs and your work** so that they can pay you.

It is important to keep your time tracking **organized** for your client to review.

You should also **create descriptions** that explain what you're working on during each time you have tracked. This will also help when you send invoices to your client.

**Your Logo**

**Your details:**  
FROM  
**ABC Seller**  
Web Developer Location  
Street, City  
web-dev@web-developer-email.com  
+00-300-1234567

**Client's details:**  
TO  
**XYZ Buyer**  
ABC Company  
Client Location  
Street, City  
client@client-email.com

**Invoice No :** 012345      **Due Date :** May 27th, 2020  
**Invoice Date :** May 27th, 2020

Item	HRS/QTY	Rate	Tax	Subtotal
GUI Design	1	1200.00		USD 1,200.00
API Development	1	8760.00		USD 8,760.00
WordPress Development & Customization	1	3450.00		USD 3,450.00
Web Application Development Prepayment	1	3600.00		USD 3,600.00
JavaScript Development	1	630.00		USD 630.00

**Invoice Summary**

Subtotal	USD 17,640.00
Total	USD 17,640.00

## Invoice 00306

Latest Activity: Invoice viewed by McBurney Manor B&B. on 05/06/2017 at 4:07pm [View History](#)

This invoice is linked to the project [McBurney Manor](#).



Send Thank-You

Edit Invoice

Actions

\$150.00 paid on 05/01/2017

RYANGIBBONEY  
DESIGN

PAID

From **Ryan Gibboney Design, LLC**  
419 14th Street, Box 17  
Huntingdon, PA 16652  
814-502-3700 (c)  
hello@ryangibboney.com  
www.ryangibboney.com  
EIN 27-4615231

Invoice For **McBurney Manor B&B**  
Jay and Nancy Yoder  
McBurney Manor Bed & Breakfast  
13206 Greenwood Road  
Huntingdon, PA 16652  
814-667-3622  
mcburneymanor@gmail.com  
[Edit Info](#)

Invoice ID **00306**  
Issue Date 04/25/2017  
Due Date 04/25/2017 (upon receipt)

Item Type	Description	Quantity	Unit Price	Amount
Service	[00292] McBurney Manor - 06/14/2016 - Meeting / Ryan Gibboney: Sent client artwork for potential rack cards and business cards.	0.50	\$0.00	\$0.00
Service	[00292] McBurney Manor - 06/14/2016 - Social Media / Ryan Gibboney: Updated future events on Facebook and Website	1.00	\$25.00	\$25.00
Service	[00292] McBurney Manor - 07/05/2016 - Design / Ryan Gibboney: Business card design with front and 4 back options. Printer proof sent to client.	1.00	\$50.00	\$50.00
Service	[00292] McBurney Manor - 04/14/2017 - Design / Ryan Gibboney: Setup labels for 13 bread products. Updated the word document based on the photo of breads sent by client. Sent client Proof of all bread labels. Drafted a letter sized price sheet for Couch's or other locations breads are sold. Taking a printed proof to client to review fonts and sizes.	1.50	\$50.00	\$75.00
			Subtotal	\$150.00
			Payments	-\$150.00
			<b>Amount Due</b>	<b>\$0.00</b>



# Links to Additional Resources:

- [The 'Flow' State: Where creative work thrives](#)
- [Implementing Creative Friendly Time Tracking](#)
- [3 Tips for Creative Agency Time Tracking](#)
- [Harvest Time Tracking](#)