





Time Tracking for Client Work



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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](#))



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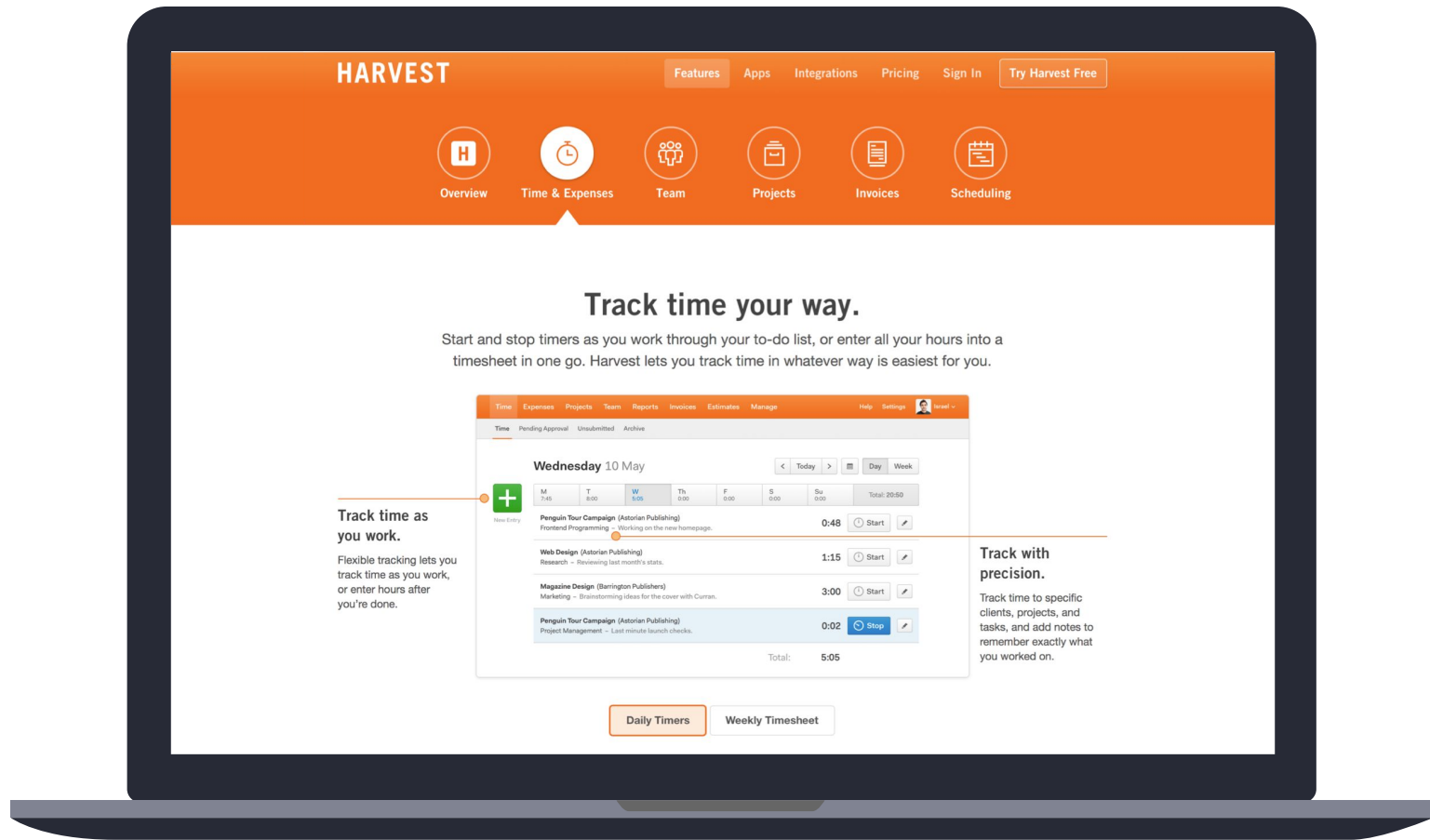
It is important to feel
confident in charging
what you are worth.



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.

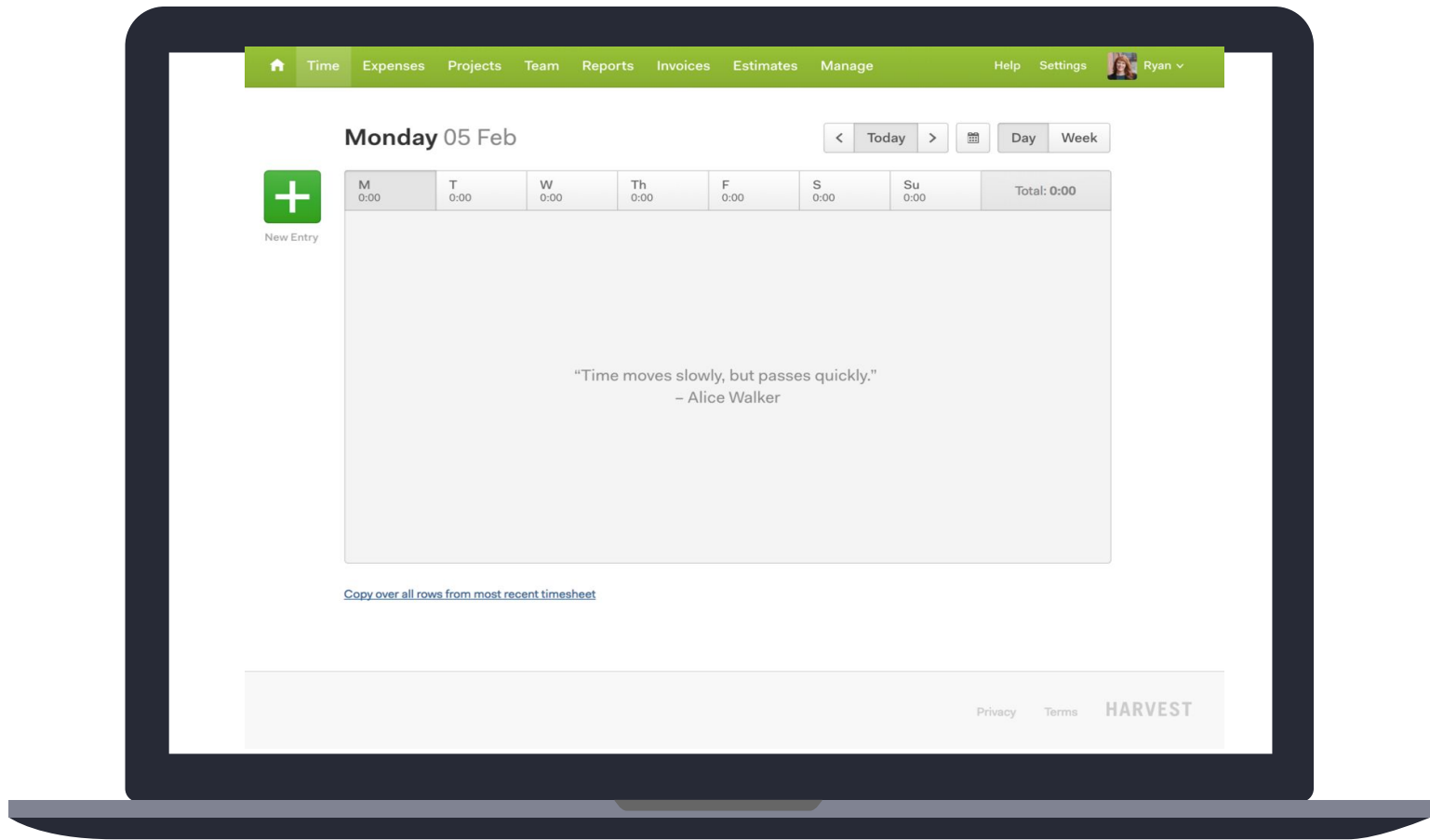


Track time as you work.

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.



New Estimate

Estimate Id

PO Number

Issue Date

Subject

Estimate For

Tax [Apply tax to estimate](#)

Discount %

Currency

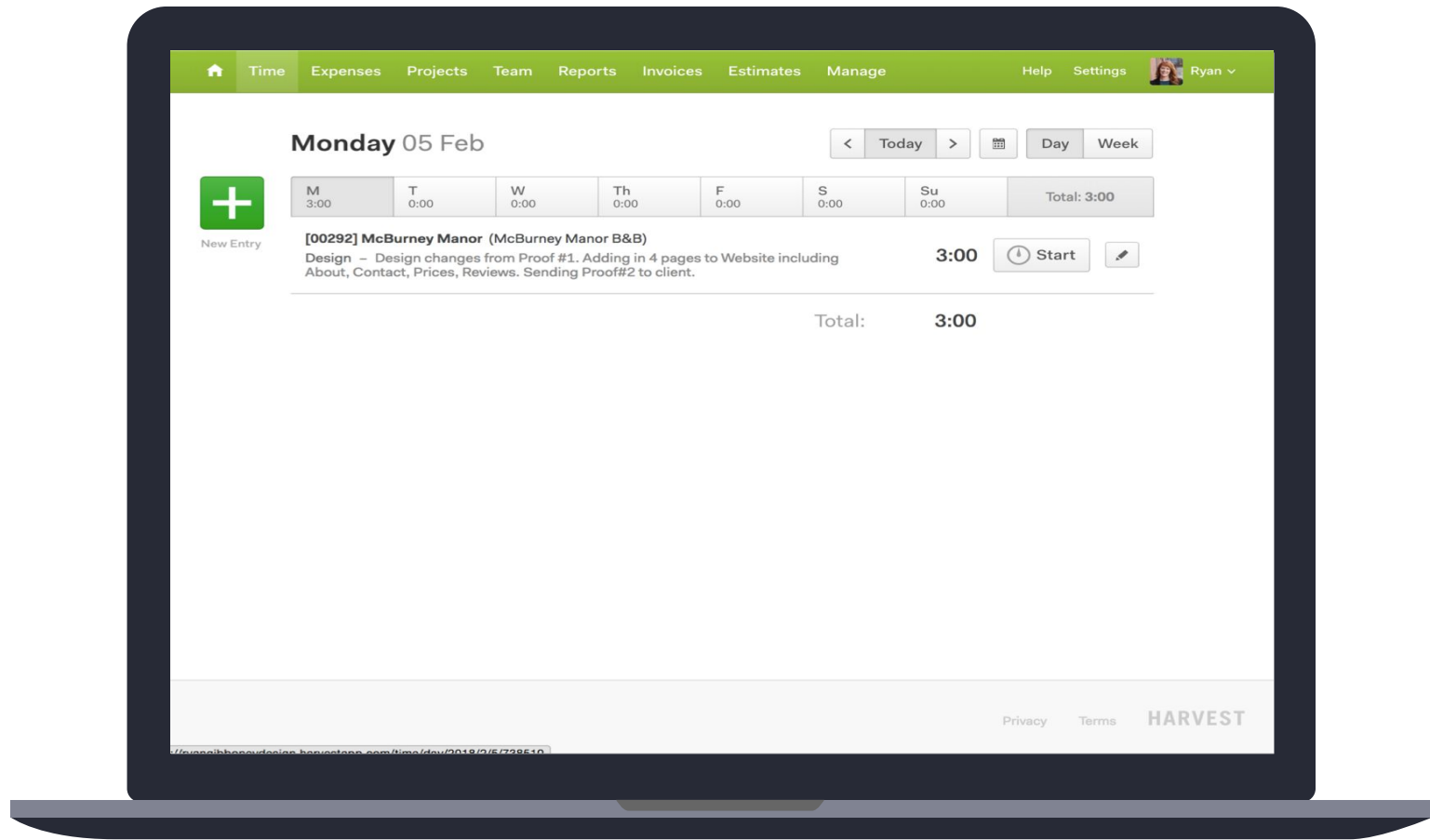
Item Type	Description	Quantity	Unit Price	Amount
X Service	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	\$0.00
X Service	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	\$0.00
X Service	<input type="text"/>	<input type="text"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

Notes (optional, displayed on estimate)

Formatting tips: *bold*, _italics_

[Save Estimate](#)

[Cancel](#)



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 : 012345Due 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](#).

Web Invoice PDF Print

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
Amount Due				\$0.00



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](#)