

Freelance Timesheet Template

A working timesheet: start and end times, breaks, billable flags and rates, with totals by client, project, week and month.

TIMESHEET

One row per block of work. Hours and billable value calculate from the clock times.

TIMESHEET

Enter a start and an end time. Everything grey is calculated.

Date	Client	Project	Task	Description	Start	End	Break (h)	Hours	Billable	Rate	Billable value	Notes	Week starting	Month
2026-09-14	Northbeam Coffee Co.	Website redesign	Delivery	Homepage wireframes	09:15	12:30	0.00	3.25	Yes	\$85.00	\$276.25		2026-09-14	2026-09
2026-09-14	Northbeam Coffee Co.	Website redesign	Meeting	Kickoff call with marketing	14:00	15:00	0.00	1.00	Yes	\$85.00	\$85.00		2026-09-14	2026-09
2026-09-14	—	Own business	Admin	Invoicing and bookkeeping	16:30	17:15	0.00	0.75	No	\$0.00	\$0.00		2026-09-14	2026-09
2026-09-15	Northbeam Coffee Co.	Website redesign	Delivery	Product page layouts	09:00	13:00	0.50	3.50	Yes	\$85.00	\$297.50		2026-09-14	2026-09
2026-09-15	Harbourline Legal	Brand refresh	Delivery	Logo lockup variants	14:00	17:30	0.00	3.50	Yes	\$95.00	\$332.50		2026-09-14	2026-09
2026-09-16	Northbeam Coffee Co.	Website redesign	Revision	Homepage feedback round 1	09:30	12:00	0.00	2.50	Yes	\$85.00	\$212.50		2026-09-14	2026-09
2026-09-16	—	Own business	Sales	Proposal for new enquiry	13:00	15:00	0.00	2.00	No	\$0.00	\$0.00		2026-09-14	2026-09
2026-09-16	Harbourline Legal	Brand refresh	Communica	Email and asset handover	15:30	16:15	0.00	0.75	No	\$95.00	\$0.00		2026-09-14	2026-09
2026-09-17	Northbeam Coffee Co.	Website redesign	Delivery	Responsive build, homepage	09:00	12:45	0.00	3.75	Yes	\$85.00	\$318.75		2026-09-14	2026-09
2026-09-17	Northbeam Coffee Co.	Website redesign	Meeting	Design review	14:00	15:30	0.00	1.50	Yes	\$85.00	\$127.50		2026-09-14	2026-09
2026-09-18	Harbourline Legal	Brand refresh	Delivery	Stationery templates	09:30	13:00	0.25	3.25	Yes	\$95.00	\$308.75		2026-09-14	2026-09
2026-09-18	—	Own business	Research	Accessibility standards reading	14:00	15:30	0.00	1.50	No	\$0.00	\$0.00		2026-09-14	2026-09

TOTALS

Total hours	27.25	
Billable hours	22.25	
Non-billable hours	5.00	
Billable %	81.7%	
Total billable value	\$1,958.75	
Average realised rate	\$71.88	Billable value ÷ every hour worked, billable or not

SUMMARY

Totals by client, project, week and month. Add a row and the SUMIFs pick it up.

SUMMARY

Type a name in the left column of any block; the totals follow.

BY CLIENT						
Client	Hours	Billable h	Billable %	Billable value	Realised rate	
Northbeam Coffee Co.	15.50	15.50	100.0%	\$1,317.50	\$85.00	
—	4.25	0.00	0.0%	\$0.00	\$0.00	
Harbourline Legal	7.50	6.75	90.0%	\$641.25	\$85.50	
			0.0%		\$0.00	
			0.0%		\$0.00	
			0.0%		\$0.00	
BY PROJECT						
Project	Hours	Billable h	Billable %	Billable value	Realised rate	
Website redesign	15.50	15.50	100.0%	\$1,317.50	\$85.00	
Own business	4.25	0.00	0.0%	\$0.00	\$0.00	
Brand refresh	7.50	6.75	90.0%	\$641.25	\$85.50	
			0.0%		\$0.00	
			0.0%		\$0.00	
			0.0%		\$0.00	
BY TASK						
Task	Hours	Billable h	Billable %	Billable value	Realised rate	
Delivery	17.25	17.25	100.0%	\$1,533.75	\$88.91	
Meeting	2.50	2.50	100.0%	\$212.50	\$85.00	
Admin	0.75	0.00	0.0%	\$0.00	\$0.00	
Revision	2.50	2.50	100.0%	\$212.50	\$85.00	

Sales	2.00	0.00	0.0%	\$0.00	\$0.00
Communication	0.75	0.00	0.0%	\$0.00	\$0.00
Research	1.50	0.00	0.0%	\$0.00	\$0.00
			0.0%		\$0.00
			0.0%		\$0.00
			0.0%		\$0.00

BY WEEK					
Week starting	Hours	Billable h	Billable %	Billable value	Realised rate
2026-09-14	0.00	0.00	0.0%	\$0.00	\$0.00
			0.0%		\$0.00
			0.0%		\$0.00
			0.0%		\$0.00

BY MONTH					
Month	Hours	Billable h	Billable %	Billable value	Realised rate
2026-09	27.25	22.25	81.7%	\$1,958.75	\$71.88
			0.0%		\$0.00
			0.0%		\$0.00
			0.0%		\$0.00

Names are matched as text, so spell each client and project the same way every time. Week and month come from the two derived columns at the right-hand end of the TIMESHEET sheet.