

PROJECT TIME RECORD

Client timesheet

Record of services performed and time worked

Client

Contractor

Project / reference

Period

Version

One row per work session, excluding breaks. Use 24-hour times (HH:MM). Split overnight work across two rows: ending at 24:00 and starting at 00:00 on the next day.

Date	From HH:MM	To HH:MM	Task / outcome	Duration H:MM
Total time				

Chrome: automatic calculation. macOS Preview: enter durations and the total yourself in H:MM.

Agreed billing rules / notes

Joint review (optional)

Reviewed on

Name

COMPLETED EXAMPLE - ALL DETAILS ARE FICTIONAL

Client timesheet

Record of services performed and time worked

Client

Example client

Contractor

Example freelancer

Project / reference

Website contact form

Period

05 Oct 2026 - 06 Oct 2026

Version

1

One row per work session, excluding breaks. Use 24-hour times (HH:MM). Split overnight work across two rows: ending at 24:00 and starting at 00:00 on the next day.

Date	From HH:MM	To HH:MM	Task / outcome	Duration H:MM
05 Oct 2026	09:10	09:52	Contact form: required fields validated	0:42
05 Oct 2026	10:15	11:28	Contact form: error cases tested	1:13
06 Oct 2026	14:00	14:45	Handover: changes documented	0:45
Total time 160 minutes in total				2:40

Duration in H:MM, e.g. 1:30 for 1 hour and 30 minutes.

Agreed billing rules / notes

Only the three work sessions listed. No rounding up in this example.

The break from 09:52 to 10:15 on 05 Oct 2026 is not recorded.

Joint review (optional)

Reviewed on

Name

Review pending: the date and name are intentionally left blank in this example.

Project time record. Invoicing is handled separately.

www.gettimebill.com

Completed example