

Freelance Timesheet



Please make sure that you get this timesheet signed by the client and attach to your invoice, this confirms that the client is happy with the work and the time taken to complete the project.

Freelancer's name _____ Working for (company) _____

Reporting to _____ Start Date _____ Week End _____

	Start time	Lunch break	Finish time	Total hours (less breaks)	Overtime
Monday	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____
Saturday	_____	_____	_____	_____	_____
Sunday	_____	_____	_____	_____	_____
			Total/s	_____	_____

Signed by freelancer _____ Print name _____

Signed by client _____ Print name _____

- By signing this form, we the Client confirm that we have received and accepted the Terms of Business of Tribe-People Limited
- I, the Client confirm that the above hours worked are correct and that I am satisfied with the work completed

Collectively individual

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