

Timesheet		Client										Client										Client					
Only type in the white cells.		Cole					Jeff					Nate					Ben										
Two-Letter Task Codes	Charge per hr	Budget - TIME		Date		Two-Letter Task Code	Charge	Description of work		Hours	Date		Two-Letter Task Code	Charge	Description of work		Hours	Date		Two-Letter Task Code	Charge	Description of work		Hours	Date		Two-Letter Task Code
CLIENT RELATIONS (CR)		Budget Time	76	<your estimate to client		11/10/20	CR	\$25	Client Meeting	0.5	11/10/20	CR	\$25	Client Meeting	1	11/10/20	CR	\$50	Client Meeting	1	11/19/20	DS					
Client Meetings & Communications		Actual Time	60.5			12/16/20	CR	\$150	Pres. Prep	3	12/16/20	DS	\$165	Style Tile Work	3	12/16/20	DS	\$55	Wireframe Setup	1	11/19/20	DS					
Presentation Prep		Remaining	15.50			12/16/20	CR	\$150	Pres. Prep	3	12/19/20	DS	\$110	SOW Document	2	12/19/20	DS	\$480	Wireframe/Web	8	11/25/20	DS					
DESIGN & PLANNING (DS)		Budget Cost	\$3,400.00	<your estimate to client		12/26/20	DS	\$220	Research and	4	12/11/20	CR	\$25	Client Meeting	0.5	12/11/20	CR	\$25	Client Meeting	0.5	12/8/20	DS					
Research / Brainstorming		Actual Cost	\$3,400.00					\$0			1/10/21	DS	\$55	Header Redesign	1	1/10/21	DV	\$220	Page Layout	4	12/18/20	PR					
Design Document Creation		Remaining	\$0.00					\$0			1/10/21	DS	\$180	Header Redesign	3	1/10/21	CR	\$100	Event Page JS	2	1/8/20	CR					
Thumbnail / Layouts / Diagrams								\$0			1/10/21	DS	\$55	Nav Re-Style	1	1/12/21	DV	\$240	Page Layout Re-	4	1/10/20	DS					
Branding / Style Design								\$0			1/12/21	DS	\$120	Nav Re-Style	2			\$0									
Project Organization / Team Meetings								\$0					\$0				\$0										
Revisions								\$0					\$0				\$0										
CODE DEVELOPMENT (DV)								\$0					\$0				\$0										
Coding / Development								\$0					\$0				\$0										
Prototyping / Template Creation								\$0					\$0				\$0										
Debugging								\$0					\$0				\$0										
Revisions								\$0					\$0				\$0										
PRODUCTION (PR)								\$0					\$0				\$0										
Content Creation								\$0					\$0				\$0										
Content Insertion								\$0					\$0				\$0										
Preparing Graphics								\$0					\$0				\$0										
Proofing & Testing								\$0					\$0				\$0										
Bug Fixing								\$0					\$0				\$0										
Organization								\$0					\$0				\$0										
Revisions								\$0					\$0				\$0										
Reference Link								\$0					\$0				\$0										
https://www.freshbooks.com/hub/estimates/how-much-do-web-designers-charge								\$0					\$0				\$0										
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