# Freelance Time and Billing Sheet

*This document is used to track hours worked by a freelancer and to calculate total billing based on the agreed hourly rate. It is useful for submitting time logs to clients or maintaining internal records.*

## Freelancer Information

**Name:** {freelancerName}

**Project/Client:** {clientName}

**Billing Period:** {billingPeriod}

**Hourly Rate:** ${hourlyRate}

## Time Log

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description of Work** | **Hours Worked** | **Subtotal** |
| {#entries}{date} | {description} | {hoursWorked} | ${subtotal}{/entries} |

### Total Summary

**Total Hours:** {totalHours}

**Total Due:** ${totalDue}

## Notes

{additionalNotes}

{#approved}

**Approved By:** {approverName}

**Date:** {approvalDate}

{/approved}

{^approved}

*This time sheet is pending approval.*

{/approved}