

Client Hours & Unbilled Log

Time across several clients, each with its own rate and rounding, and a running unbilled total.

WHAT IT DOES

- Tracks hours per client, rounded to that client's increment.
- Values each session at that client's rate.
- Shows exactly what you have worked and not yet invoiced.

THE TABS

[Start Here](#) [Clients](#) [Time Log](#) [Unbilled](#) [How It Works](#)

HOW TO USE IT

- 01 On Clients, list each client with their rate and rounding.
- 02 On Time Log, add a row per session. Hours as a decimal — 1.5 is one hour thirty.
- 03 Put an invoice number in the last column once you have billed it.
- 04 Read Unbilled. Anything without an invoice number is still owed to you.

THE ONE THING THAT MAKES THIS DIFFERENT

Rounding is per client, because contracts differ. One global rounding rule quietly overbills some clients and underbills others.

BEFORE YOU TRUST A NUMBER

- **Blue bold on cream** means you type there. **Plain black** means the sheet works it out — typing over one of those replaces a formula with a number and it stops updating.
- Every formula is explained on the **How It Works** tab. Nothing is hidden, and nothing needs a macro.
- The sample rows are there to show the shape. Delete them before you start.