

Thank you — here is what you just downloaded.

Free, and it stays free. No email wall, no trial, and nothing switched off inside the file. It is built for virtual assistants and freelancers.

WHAT IS IN THIS FOLDER

Client-Hours-Unbilled-Log-Free.xlsx	The workbook.
Client Hours & Unbilled Log-Guide.pdf	How it works, and the one rule that matters.
Read-Me-First.pdf	This page.

GETTING STARTED

- 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.

COMING SOON — FREELANCER INVOICE & INCOME TRACKER

This free workbook is complete for what it does. A paid edition is being finished for the work that sits beyond it:

- Builds the invoice itself, with numbering and due dates
- The income side: payments received, late payers, income by month
- Expenses and a simple profit figure for tax time

No date promised and no list to join. It appears on the site when it is ready.

Licence. Use it for anything, at work or at home, client work included — change it, rename it, build it into your own process. You may not resell it as a template of your own. **Plain .xlsx:** no macros, no add-ins; opens in Excel, Google Sheets, Numbers and LibreOffice.

Found something it gets wrong? Tell me — that is how the next version gets better.
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