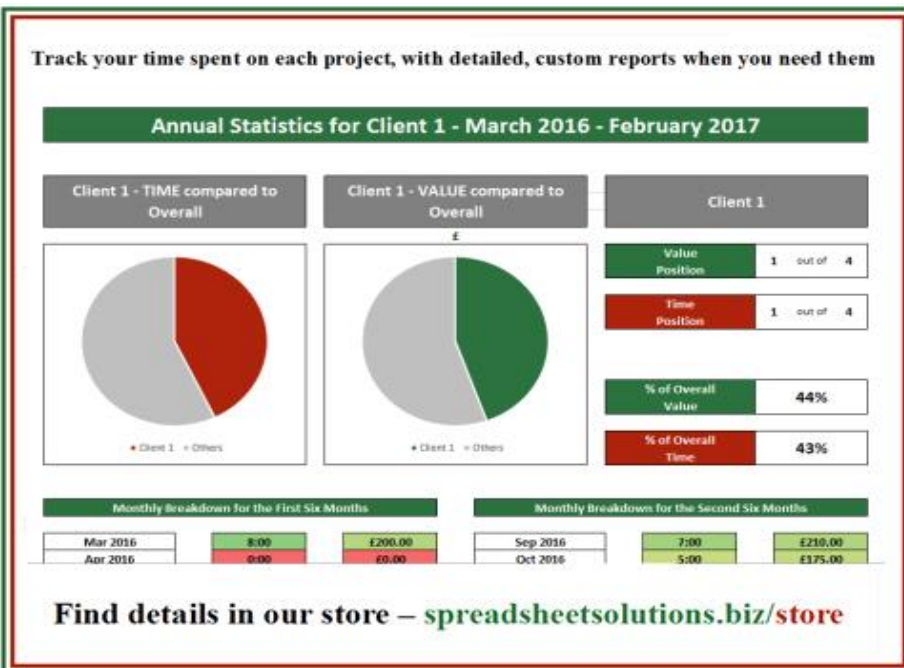


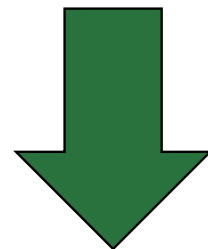
Consultant Time Sheet

An excel based solution, which is macro free, so can be viewed on tablets and smartphones. Providing the following advantages for consultants and 'charge by the hour' professionals who wish to track the time worked on each project.

- Track the time you work on each project for each client
- See an up to date report, showing month by month activity
- Easily customise your report to show a specific client
- Narrow your report to a single client/activity combination
- See how each client ranks overall
- Easily see how 'valuable' each client is to your business
- Print a 'client friendly' report with or without values
- See an estimate of how much time is still required
- See an up to date breakdown of earnings
- Set default hourly rates, or override if required
- And so much more...



Scroll down to see more about this product



Job List

Richard Sumner

Complete the red section below, to set up jobs. Each Client/Job Ref needs to be unique. These references will be available to select on the Time Sheet.

Excludes over worked time		
Total Hours Worked	Total Value Earned	Est. Hours Still to Work
94:30	£2,770.00	111:00
Total hours worked	Total earned	Based on estimate hours
Hours Worked	Total Value	Est. Hours Still to Work
12:00	£300.00	18:00 Still to Work
15:30	£542.50	5:30 Over Worked
13:00	£390.00	7:00 Still to Work
17:00	£425.00	23:00 Still to Work
6:00	£180.00	14:00 Still to Work
22:30	£677.50	37:30 Still to Work
8:30	£255.00	11:30 Still to Work

Unique reference				
Client/Job Ref	Client Name	Job Description	Price Per Hour	Estimated Hours
Cl 1 / Marketing	Client 1	Marketing Strategy	£25.00	30:00
Cl 1 / Excel	Client 1	Excel development	£35.00	10:00
Cl 1 / Website	Client 1	Website development	£30.00	20:00
Cl 2 / Marketing	Client 2	Marketing Strategy	£25.00	40:00
Cl 3 / Website	Client 3	Website development	£30.00	20:00
Cl 3 / Excel	Client 3	Excel development	£35.00	60:00
Cl 4 / Excel	Client 4	Excel development	£30.00	20:00

You can set up 'jobs' on your job list. Each 'job' consists of a client and the job description. You may do various jobs for the same client, or many jobs for many clients, you can set them up as you wish. You can also assign a default hourly rate to each job, as well as an estimate of how long the job should take in total. The spreadsheet will then keep a running total of the time worked on each job, showing you how many hours worked, how much you have earned, and an estimate of how many hours still required. The red sections shown will be what you can fill in, the green sections will be automatically updated.

Time Sheet

Richard Sumner

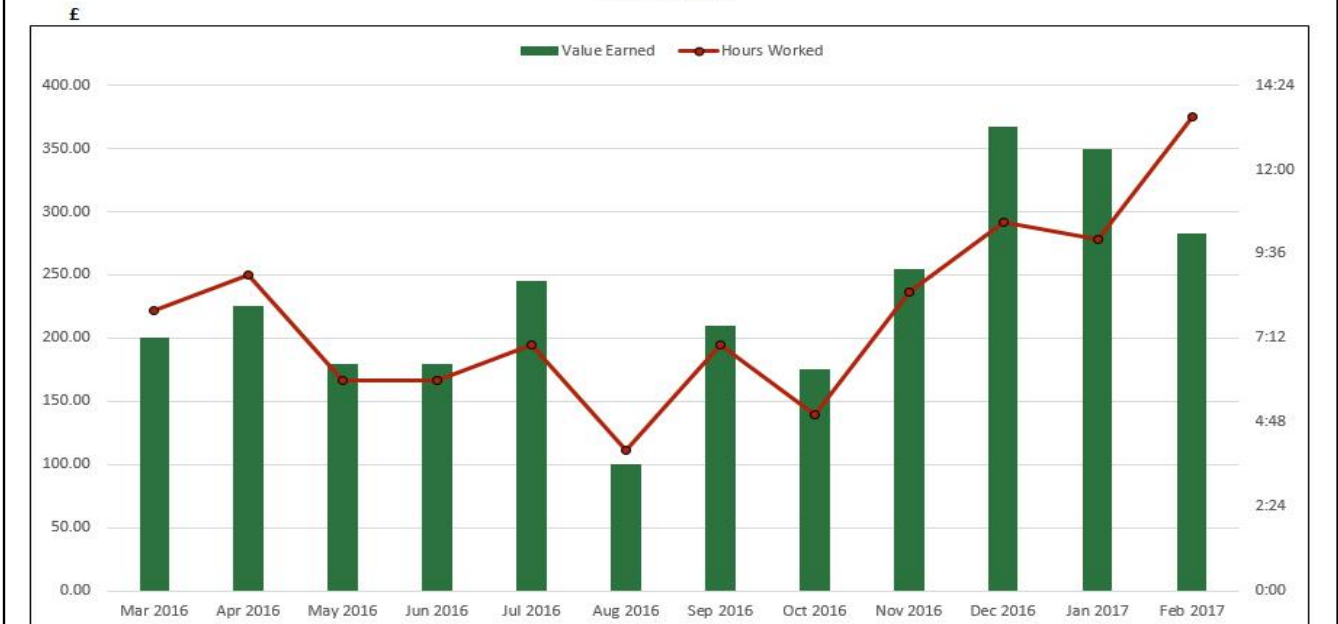
Any jobs set up on the 'Job List' will appear in the drop down list in the 'Job Reference' columns below. Complete the red section for each 'work session', including any breaks during the session. Make sure each session does not exceed 24 hours. If your session goes from one night to the next morning, put in the date of the first day. Only use the 'Rate Override' if you NO NOT wish to use the default rate, if you leave this column blank, the default rate for that job reference will be used. Upon adding each new row of data in the red section, the green will automatically populate. The reports will all update accordingly.

Job Reference	Date	Start Time	End Time	Less Breaks	Rate Override	Notes	Client Name	Job Description	Time Worked	Hour Rate	For
Cl 1 / Marketing	Fri, 18 Mar 2016	08:00	17:00	1:00			Client 1	Marketing Strategy	8:00	£25.00	
Cl 2 / Marketing	Mon, 25 Apr 2016	08:00	18:00	1:00			Client 2	Marketing Strategy	9:00	£25.00	
Cl 1 / Website	Wed, 04 May 2016	09:00	16:00	1:00			Client 1	Website development	6:00	£30.00	
Cl 3 / Website	Fri, 17 Jun 2016	10:00	17:00	1:00			Client 3	Website development	6:00	£30.00	
Cl 3 / Excel	Fri, 22 Jul 2016	10:00	18:00	1:00			Client 3	Excel development	7:00	£35.00	
Cl 1 / Marketing	Thu, 04 Aug 2016	09:00	14:00	1:00			Client 1	Marketing Strategy	4:00	£25.00	
Cl 1 / Website	Mon, 12 Sep 2016	12:00	20:00	1:00			Client 1	Website development	7:00	£30.00	
Cl 1 / Excel	Tue, 18 Oct 2016	13:00	18:00				Client 1	Excel development	5:00	£35.00	
Cl 4 / Excel	Fri, 11 Nov 2016	09:00	18:30	1:00			Client 4	Excel development	8:30	£30.00	
Cl 1 / Excel	Mon, 05 Dec 2016	08:00	19:30	1:00			Client 1	Excel development	10:30	£35.00	
Cl 3 / Excel	Mon, 16 Jan 2017	07:00	18:00	1:00			Client 3	Excel development	10:00	£35.00	
Cl 2 / Marketing	Thu, 09 Feb 2017	10:00	19:00	1:00			Client 2	Marketing Strategy	8:00	£25.00	
Cl 3 / Excel	Fri, 24 Feb 2017	22:00	04:00	0:30	£15.00		Client 3	Excel development	5:30	£15.00	

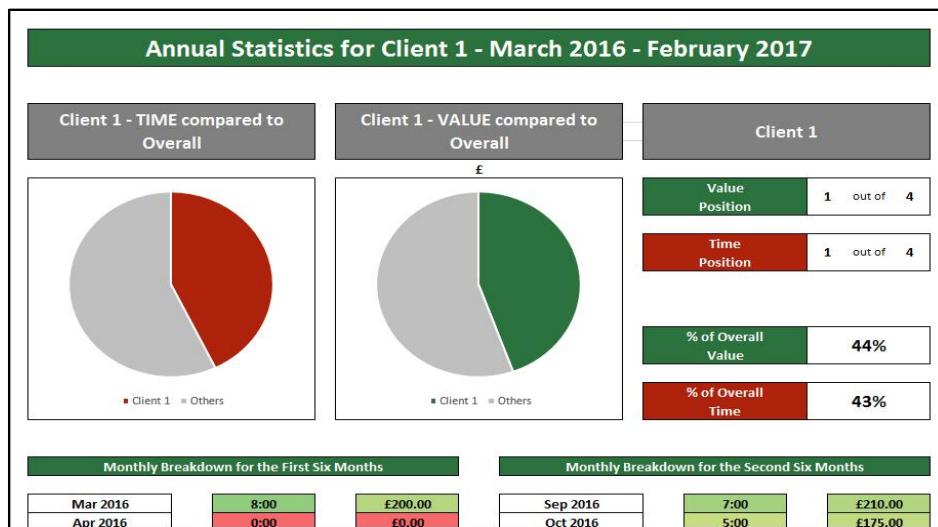
You are then able to select any job, and assign a date, start time and end time. You can even put in the amount of time taken as breaks during that period. You have the option to override the default hourly rate, otherwise just let the computer do the calculations based on your defaults. Again, the green sections are automatically calculated.

Annual Report - March 2016 - February 2017

Richard Sumner



You can then generate a month by month report, showing you the 12 month period of your choice. A great way to see how much money you have earned, how much time you have worked, and the relationship between the two. You can customise this chart for all of the jobs, a particular job, or even all of the jobs for a particular client. All of these options will give you some useful information.



I know we don't like to compare clients, but it is useful to know which client is the most 'valuable' to us. Who provides us with the most work or money. This report will show you how each client compares, over the 12 month period of your choice. Extremely useful when deciding what type of clients to take on, or to let go of if required. Also very handy when it comes to planning your next strategy.

Client Report for Client 1 - 01 March 2016 to 28 February 2017

Richard Sumner

Select Client
Client 1

Start Date
01 March 2016
dd mmmm yyyy

End Date
28 February 2017

Page No: 1

Show Finance: Yes

Time Worked: [h]:mm
40:30

Value Earned: £1,232.50

Default Rates: Min: £25.00 Max: £35.00

List of Jobs for Client 1

Page: 1 of 1

	Job Description	Hours Worked	Value Earned		
1	Excel development	15:30	£542.50	16	
2	Website development	13:00	£390.00	17	
3	Marketing Strategy	12:00	£300.00	18	
4				19	

There is also a more 'client friendly' report, which you could actually send to the client. You can select the client, the start date and end date of the report. The report will then generate with those filters, to show you how much time has been spent on each project, as well as some overall data. This could be something that you would like to send to the client, just save it as a PDF and send the PDF to the client!

Client Report for Client 1 - 01 March 2016 to 28 February 2017

Richard Sumner

Select Client
Client 1

Start Date
01 March 2016
dd mmmm yyyy

End Date
28 February 2017

Page No: 1

Show Finance: No

Time Worked: [h]:mm
40:30

Value Earned:

Default Rates: Min: Max:

List of Jobs for Client 1

Page: 1 of 1

	Job Description	Hours Worked	Value Earned		
1	Excel development	15:30		16	
2	Website development	13:00		17	
3	Marketing Strategy	12:00		18	
4				19	

If you like that idea, but you don't want to send any monetary figures, simply change the selection to 'No' and all of the monetary figures disappear! The choice of sending this data is completely up to you.

You also have other option of selecting your currency (for the whole spreadsheet, not individual projects). So if you use £, \$ or even R, you can change the settings to accommodate you.

So there you have it, an overview of this unique product. We can't show you everything in this brochure, so please use the link below to the demo video, should you wish to see exactly how this product works.

All the other links you may need for more information, or to purchase this product, are below.

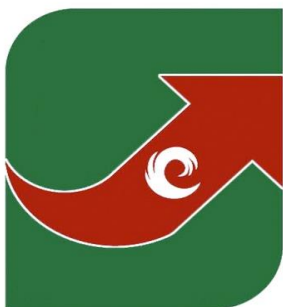


In order to purchase this product, download a free trial, or watch the demo video, please click the image to the left.

This product is sold from the UK, and will be invoiced as GBP. The fee is a once off fee, and there is no monthly charge. There will be an entirely optional annual charge, should you want to receive future upgrades.

£234

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