# Agency timesheet for billable hours

Write one row for each piece of work, with the hours as decimals (1 hour 30 minutes is 1.5). Billable % = billable hours ÷ total hours.

Name _____ Week starting _____

| Date | Client | Project | Task | Hours | Billable (Yes/No) |
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Total hours: _____ Billable hours: _____ Billable %: _____

Team member signature and date _____ Approver signature and date _____

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