

★ *Original* ★

THE ESSENTIAL

TIMESHEET

by
CINDY TONKIN



The Essential Timesheet

Consultant's Name
Client Organisation/Area
For the fortnight ending Friday
Client signature
Total hours for the fortnight

Day/Date	Hours	Activity
Sat		
Sun		
Mon		
Tue		
Wed		
Thu		
Fri		

Weekly Total

Sat		
Sun		
Mon		
Tue		
Wed		
Thu		
Fri		

Weekly Total

Client invoice	Number	Date	Amount
Contractor invoice	Number	Date	Amount
PAYE paid	Super paid	Processed by	

What next: Coaching with Cindy Tonkin



My Consultants' Guide Series has been the start up guide for more than 7918 consultants so far. You can buy all eleven guides (and more) at cindytonkin.com/books

I also coach a select band of independent consultants to set up and run their consultancies prosperously and painlessly.

You invest **\$5390** for a quarter, and you get to ask me any question, any time for 3 months. See consultantsconsultant.com.au/mazel-gold

I don't just let anyone in though: to discover if you qualify to work with me in that program, let's start a conversation about it: cindytonkin.com/chat

Cindy Tonkin +61 412 135 426