

THE ESSENTIAL



by CINDY TONKIN



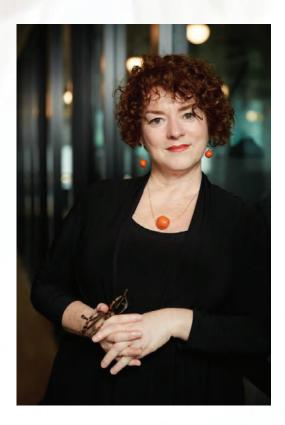
★ ★ 2 ★ ★

The Essential Timesheet

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

★ ★ 7 ★ ★

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**

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