

Keep every client, deliverable, and invoice organized in one place.

CLIENT INFO

CLIENT NAME: _____ PROJECT: _____

TYPE (hourly / retainer / fixed price): _____ RATE: \$ _____ START: _____ END: _____

DELIVERABLES

DELIVERABLE / MILESTONE	DUE DATE	STATUS	REVISION?	APPROVED?

HOURS LOG

DATE	TASK DESCRIPTION	HOURS	BILLABLE?	CUMULATIVE HRS

INVOICE SUMMARY

INV #	DATE SENT	AMOUNT	DATE PAID	METHOD	OUTSTANDING

TOTAL INVOICED: \$	TOTAL RECEIVED: \$	OUTSTANDING: \$
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NOTES & COMMUNICATIONS LOG
