

Project-Based Timesheet Approval Form

Streamline your workflow with this **project-based timesheet approval form** sample designed specifically for freelancers. It ensures accurate tracking and easy authorization of hours worked on various projects. Utilize this form to enhance productivity and simplify client invoicing.

Freelancer and Project Information

Freelancer Name	
Client Name/Company	
Project Title	
Period Covered	

Timesheet

Date	Task / Description	Hours Worked	Hourly Rate	Total
Total Hours				
Grand Total				

Approval & Signature

Freelancer Signature		Date	
Client/Manager Approval		Date	