

# 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 |  |