

Timekeeper: _____

Date: _____

8:00	12:30
8:06	12:36
8:12	12:42
8:18	12:48
8:24	12:54
8:30	1:00
8:36	1:06
8:42	1:12
8:48	1:18
8:54	1:24
9:00	1:30
9:06	1:36
9:12	1:42
9:18	1:48
9:24	1:54
9:30	2:00
9:36	2:06
9:42	2:12
9:48	2:18
9:54	2:24
10:00	2:30
10:06	2:36
10:12	2:42
10:18	2:48
10:24	2:54
10:30	3:00
10:36	3:06
10:42	3:12
10:48	3:18
10:54	3:24
11:00	3:30
11:06	3:36
11:12	3:42
11:18	3:48
11:24	3:54
11:30	4:00
11:36	4:06
11:42	4:12
11:48	4:18
11:54	4:24
12:00	4:30
12:06	4:36
12:12	4:42
12:18	4:48
12:24	4:54

Tips for Billing:

- Keep time at all times!
- Enter your time as often as possible.
- Account for every minute you are at the firm.
- Enter both billable and non-billable time.
- Provide good detail of exactly what you are doing in the order the events occurred, but be mindful that your bills are discoverable.

Sample Billing Phrasing:

- Draft and prepare
- Review and revise
- Revise and finalize
- Preparation of
- Conference with ____ re:
- Telephone call with ____ re:
- Meeting with client re:
- Correspondence with ____ re: