

Project Billing Work Sheet

Client: _____

Date: _____ Project Number: _____

Work Description	Time	Cost/Hour	Total Time Cost
01 Consultation/Meetings			
02 Research			
03 Concept Development			
04 Organization			
05 Layout/Design			
06 Art Direction			
07 Illustration			
08 Typesetting			
09 Mechanical Prep			
10 Consult Vendors/Subs			
11 Copywriting/Editing			
12 Proofing			
13 Press Approvals			
14 Acct. Administration			
15 Revisions			
16 Client Changes			
17 Other –			
18 Other –			
19 Other –			
Subcontractor	Price	Markup	Client's Price
Vendor	Price	Markup	Client's Price
Other Project-Related Expenses	Price	Markup	Client's Price
Miscellaneous Expenses	Price	Markup	Client's Price

Total Project Cost: _____