## Sample Editing Log

| Date Logged | Project | Time Spent | Time Billed | Hours Left |
|---|---|---|---|---|
| 1/8/2018 | Initial Phone Call | 0.5 | 0 | |
| 1/13/2018 | 20 Hour Retainer @20% Discount | | | 20.0 |
| 1/14/2018 | Chapter 1—Rough Cut | 2.0 | 2.0 | 18.0 |
| 1/14/2018 | Chapter 2—Rough Cut | 3.5 | 3.5 | 14.5 |
| 1/15/2018 | Chapter 3—Rough Cut | 2.0 | 2.0 | 12.5 |
| 1/15/2018 | References | 1.5 | 1.5 | 11.0 |
| 1/16/2018 | Phone Call | 0.25 | 0.25 | 10.75 |
| 1/16/2018 | Chapters 1-2-3 Copy Editing | 2.0 | 2.0 | 8.75 |
| | | | | |
| | Phone Call | 0.75 | 0.5 | 8.25 |
| 5/11/2018 | Chapter 4—Rough Cut | 2.25 | 2.25 | 6.0 |
| 5/11/2018 | Chapter 5—Rough Cut | 2.0 | 2.0 | 4.0 |
| 5/12/2018 | Chapters 4-5 Copy Editing | 1.5 | 1.5 | 2.5 |
| 5/12/2018 | References—Missing, Formatting | 2.0 | 2.0 | 0.5 |
| 5/12/2018 | Appendices | 0.5 | 0.5 | 0 |
| 5/13/2018 | APA Formatting | 1.5 | 1.5 | -1.5 |
| 5/13/2018 | Table of Contents | 1.5 | 1.5 | -3.0 |
| 5/13/2018 | Final Invoice @ 20% Discount Rate | | | 3.0 |
| | | | | |

**Invoicing Process**

**Emails:** Responses to emails with quick questions are not billed.

**Phone Calls:** Quick phone calls about a specific question are not billed. Longer phone calls discussing manuscripts or personal coaching are billed for time used rounding to the nearest 15 minute increment. A 25 minute call will be billed at 30 minutes; a 35 minute call will be billed at 30 minutes. Chatting and catching up on life are not included in billing. (I like to get to know my clients!)

**Editing:** Editing is billed to the minute and conducted without distractions. Things taking under 60 seconds are not considered distractions (i.e. taking a sip of coffee, blowing my nose, putting paper in the printer, etc.). Anything taking longer than that will stop the clock (i.e. taking a phone call, grabbing coffee or water, eating lunch, etc.). I typically stop at the end of a 15 minute increment to make billing clear and fair. At the end of a project, or portion of project, time used will be rounded to the nearest 15 minute increment. A project that takes 3 hours and 40 minutes will be billed as 3.75 hours; a project that takes 3 hours and 50 minutes will be billed as 3.75 hours.