Working@Website

What's Inside

1. Why the Hourly Model Works

The hourly-rate model creates transparency, flexibility, and trust. It allows small businesses to:

- Bill for real work, not fluff

- Attract clients who respect expertise

- Maintain a healthy work-life balance

Tip: Your rate should reflect your experience, overhead, and value-not just your time.

2. Hourly Rate Calculator

Formula: (Salary + Overhead) Billable Hours = Base Hourly Rate

Add 15-30% buffer for profit and taxes.

3. Client Communication Templates

Intro Email: Thanks for considering me. I work on an hourly-rate basis of $XX/hr. No surprise fees or locked-in contracts.

Estimate Template: This project will take X-Y hours. I'll update you regularly and never exceed our time cap without approval.

4. Time Tracking Tools Guide

Top tools:

- Toggl Track

- Clockify

- Harvest

- Everhour

5. Best Practices for Setting & Raising Rates

- Start with a profitable base rate

- Review quarterly

- Communicate increases with notice

- Offer loyalty perks wisely

6. "Red Flag" Client Checklist

Avoid clients who:

- Resist billing transparency

- Ask for "quick favors"

- Micromanage

- Miss payments

7. Build a Reputation That Justifies Your Rate

- Showcase work

- Collect testimonials

- Share insights

- Stick to boundaries

Let's Connect

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