**Billing Rules**

***Stick on wall in office, add to vehicle iPad, train guys in Monday meeting. Go through timesheets line by line with staff if non-billable above below numbers.***

**Plumber example**

Timesheet Rules

* Start timer at 8am or job start.
* Stop timer after vehicle full packed up, notes written, photos uploaded, and back in ute. Restart timer for next job. (Fully qualified guy)
* End of day stop timer at end of job as above.
* Time used for supplier visits are included in a job time.
* Lunch and breaks leave timer running
* Loading/unloading of tools from shed during the day, attributed to the job at hand.
* Time to pick up and drop off property keys, included in the job. (If Tradie picks up key, start timer when you arrive at the real estate office)
* Washing down dingo or excavator after a job to be added to job

**Unbilled hours expectation**

Full Qualified plumber – max 30mins twice per week

Apprentice – 1hrs per day unbilled to allow for training