

Setting your fees

- (A) Total number of weeks worked each year _____
(52 less vacation weeks)
- (B) Hours worked each week _____
- (C) Total hours available = A x B _____
- (D) Holiday time (# of holidays x average hours per day) _____
- (E) Sick & personal time (# of days x average hours per day)
- be realistic _____
- (F) Total Hours available to work = C-D-E _____
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- (G) Percent of time spent on marketing and sales _____ %
(assume at least 10% - more if new in business)
- (H) Percent of time spent on administrative tasks _____ %
(assume at least 10%)
- (I) Percent of time on Misc. (driving, etc.) _____ %
(assume at least 10%)
- (J) Total percentage of non-billable hours = G+H+I _____ %
- (K) Total non-billable hours = FxJ _____
(be sure J is figured as a percentage)
- (L) Total Billable Hours = F- K** _____
- (M) Estimated annual expenses _____
- (N) Desired annual salary _____
- (O) Desired annual savings/investment _____
- (P) Total income = M+N+O** _____
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- Hourly rate = P/L** _____
(total income divided by total billable hours)

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