

Getting Paid for Your Passion

Doing what you love every day is the recipe for a great career. But how do you make sure your passion pays? With the right tools and habits, you can run your business like a seasoned pro.



1

Start with an Estimate

Kickoff every project knowing the scope ahead. This will help you manage your time, your team and your clients' expectations.

2

Decide How You Will Bill

Set a billing schedule and stick to it. You'll be able to easily manage your cash flow. Many graphic designers choose to bill 40% at the start, 30% mid-way and the final 30% upon delivery.

3

Get it in Writing

Every project no matter the size needs a contract. This is the document you and your client agree on. It should state your rate, the project's timeline, key milestones, deliverables and ownership.

5

Never Forget to Invoice

Hooray – time to get paid for your work! Of course you can't pocket your money if you don't invoice. Get in the habit of sending them out on time, tracking payment and logging your books.

4

Track Your Time

Every hour you work on a project should be logged, even if you are not billing by the hour. By tracking your time, you'll learn how long a job takes and will help you plan future estimates.



FreshBooks makes running a small business easy, fast and secure. By automating tasks like invoicing, organizing expenses, tracking time and following-up with clients, you'll spend less time on accounting and more time doing what you love.