

Time Sheet

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Fill in how many minutes it took to perform any task listed here that pertains to the project you're doing. Thus if your project did not have carving or stitching on it, leave those areas blank. The idea of this is to let you know how long it took to make something as well as letting you know where you need to increase efficiency. That way you also have some idea how much to charge for an item. This time sheet is geared more toward smaller projects and not saddles. It also not set up for repairs, which have different requirements.

Name of project _____

Date begun _____ Date finished _____

Task		Time spent in minutes
1.	Drawing and developing pattern, whether for part or carving design	
2.	Rounding up all materials for project	
3.	Cleaning off workbench in preparation for work to begin, arranging tools for the task at hand	
4.	Sharpening dull tools	
5.	Squaring up side of leather	
6.	Cutting all straps	
7.	Laying out patterns on leather	
8.	Rough cutting out all pieces of leather for project(s)	
9.	Dampening and slicking all pieces that need it	
10.	Transferring exact pattern pieces to damp leather	
11.	Cutting out exact pattern pieces from leather	
12.	Edging with edge tool	
13.	Correcting bad edges with rasps or sandpaper	
14.	Creasing edges	
15.	Burnishing edges	
15.	Dyeing edges	
16.	Coating edges with Resolene or the like	
17.	Skiving with French edger or skife tool	
18.	Splitting with splitter	
19.	Lap skiving strap chapes	
20.	Wet forming pieces	

21.	Drying time for anything that's wet	
22.	Carving	
23.	Stamping	
24.	Dyeing background	
25.	Any other coloring of leather, such as antique	
26.	Stitching preparation	
26.	Cementing preparations	
27.	Cementing any parts together	
28.	Stitching prep; includes stitch grooving, marking area to be stitched, tacking together, thread prep, machine prep	
29.	Stitching by machine	
30.	Stitching by hand	
31.	Installing any hardware	
32.	Blocking loops with irons	
33.	Punching holes or buckle slots, includes marking holes	
34.	Trimming excess leather after stitching	
35.	Additional edge finishing associated with trimming	
36.	Lacing	
37.	Assembling all parts associated with project to make it complete	
38.	Misc: things like answering phone; or greeting customers; or office chores like e-mail and accounting. <i>Lunch does not count, as that's a given; so are two 15 minute breaks, one in AM the other in PM</i>	
39.	Emergencies: things like broken tools; spilling dye or glue on bench that needs immediate clean-up; getting band-aids for cut finger	
40.	Time spent getting appropriate materials to workplace: either driving to store; or phone time ordering and then unpacking upon arrival	

Total minutes spent on project _____

Your worth per minute _____ **Cost for your time** _____

(to figure your worth per minute, divide 60 into your hourly rate)

(to get cost, multiply your worth per minute by the number of minutes it took you to make the project)