

FOR OWNERS OF FIDUCIARY AND PROPERTY MANAGEMENT FIRMS

The Contract Grid

Fill in the three columns from your client contract before you open the Timesafe export. Afterwards you know for every line who the work was for, and whether it stays in the flat fee, belongs on an invoice or crosses your desk first.

62.7 hrs

of 152.3 hours booked as
Diverses in 2025 name a
company missing from the
bookkeeping contract.

Basis: service type Diverses (miscellaneous) in the Timesafe export of one bookkeeping client, lines with the name or abbreviation of a company that is not a party to the contract. One fiduciary firm with 12 to 15 people, anonymised.

Diverses tells you nothing. Beside the contract it becomes a question you can answer.

In the pilot, 152.3 of 281.8 bookkeeping hours from 2025 sat under the service type Diverses, the miscellaneous bucket. The total does not say what was worked on in those hours, or for whom. The text of the lines does.

In 62.7 of those hours the text names a company that is not a party to the bookkeeping contract. Without the contract that is one line among many. With the contract beside it you ask every line two questions: what was the work, and who was it for?

ONE LINE FROM THE PILOT, TWO QUESTIONS, TRANSLATED FROM GERMAN

TEXT IN TIMESAFE, DIVERSES

4:50

Enter payments: private, [client company], [other companies]

What?	Entering payments is in the contract	Agreed service: entering invoices in e-banking. Part of the base mandate.
For whom?	Private and client company yes, other companies no	For this part of the line the contract names nobody who gave the order.
B	Who pays for the part without a party	The contract does not say. You decide this line before the invoice exists.

With Diverses alone you cannot assign these hours to anyone. With the parties, the contract clause and your approval you can.

WHAT THE PILOT SHOWED

152.3 hrs

of 281.8 bookkeeping hours in 2025 sat under the service type Diverses.

62.7 hrs

of those name a company that is not a party to the bookkeeping contract.

96.2%

of 1'858.8 property management hours in 2025 sat inside the flat fee.

One fiduciary firm with 12 to 15 people, two client contracts, six Timesafe exports, anonymised.

The contract first, then the export. In that order.

1 On page one, note whom the contract covers.

Take one client contract and write down every company and every person named as the client. In the bookkeeping contract from the pilot there are three companies. Anyone missing there is not covered by this contract, even if the export shows hours for them.

2 Turn to the annex and fill in the three columns.

In the property management contract from the pilot, page one held only the parties, the notice periods and the fee, the services sat in the annex. Put every service in a column. F is what the contract counts as flat fee, E as extra, B is what it leaves open. Once per contract, before you open the export.

3 Put every line beside it: what, and for whom.

Open the Timesafe export for the same client covering one year. Diverses comes first, then lines whose words look like extra work. A line naming a company missing from the parties becomes a B. Otherwise it gets F, E or B and, beside it, the clause in the contract.

4 Approve column B before the invoice exists.

For every E line, compare the recorded duration with the billed one. In the pilot, 6.8 hours of conciliation hearings from 2025 sat in Timesafe with a billed duration of 0:00. That contract bills extras only once an order is given, so look for the order as well. Everything marked B crosses your desk. Your initials are the approval.

WHAT YOU NEED

- ☐ The client contract with its annex.
- ☐ The Timesafe export for the same client covering one year, with recorded and billed duration.
- ☐ The grid on page 4 and the worksheet on page 5.

THE THREE MARKS

- F Flat fee**
The contract counts the service as part of the base mandate.
- E Extra**
Billed by the hour, as the contract counts it as extra.
- B Borderline**
Open in the contract, or the company is missing. You decide.

WHERE THE CONTRACT DRAWS THE LINE

- larger
- necessary
- not expressly agreed
- once an order is given
- not explicitly agreed
- outside bookkeeping

In the pilot contracts they sit exactly where the base mandate and extra work meet. That is where your borderline cases are.

After the four steps, the grid is your working page for reviewing a client and for the contract conversation.

In the property management contract one word draws the line: larger. In the bookkeeping contract it is two lists.

These are the grids for the two contracts from the pilot, shortened, translated from German and without names, amounts or rates. Columns F and E are written that way in the contract. Column B is my reading: the places where the wording allows both. The bookkeeping contract has no flat fee but a cost cap per company. For the grid the same rule applies: whatever sits in the base mandate is F.

A · Property management contract

SERVICES IN THE ANNEX

<div><div>F</div><div>Flat fee</div></div> <div>MANAGEMENT WORK, INSIDE THE BASE FEE</div> <div>Handling and monitoring of damage claims</div> <div>Arranging the necessary repairs and renovations</div> <div>Initiating legal measures, such as debt collection</div> <div>Dealing with tenants, authorities and offices</div>	<div><div>E</div><div>Extra</div></div> <div>ADDITIONAL SERVICES, BY THE HOUR AND ONCE ORDERED</div> <div>Taking on and settling larger damage claims</div> <div>Conversions and larger renovations</div> <div>Support and representation in court proceedings</div> <div>Administrative work that is not expressly agreed</div>	<div><div>B</div><div>Borderline</div></div> <div>THE WORDING ALLOWS BOTH</div> <div>Damage claim: the contract does not say where larger begins.</div> <div>Renovation: it draws no line between necessary and larger.</div> <div>Extra without an order: billed only once an order is given.</div>
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B · Bookkeeping contract

AGREED ON PAGE ONE, EXTRA ON PAGE TWO

<div><div>F</div><div>Base mandate</div></div> <div>AGREED SERVICES, COST CAP PER COMPANY</div> <div>Entering invoices in e-banking</div> <div>Ongoing bookkeeping, VAT returns, payroll administration</div> <div>Closing work and annual accounts</div> <div>Tax returns</div>	<div><div>E</div><div>Extra</div></div> <div>NOT EXPLICITLY AGREED, AT AN HOURLY RATE</div> <div>Administrative work outside bookkeeping and closing work</div> <div>Advice and enquiries on tax and legal matters</div> <div>Registered address: its own annual flat fee for all companies together</div>	<div><div>B</div><div>Borderline</div></div> <div>THE CONTRACT DOES NOT ANSWER IT</div> <div>Work for a company that is not a party to the contract.</div> <div>Diverses: the line does not say whether it was agreed or extra.</div> <div>Above the cost cap: the contract names the cap, not what happens above it.</div>
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62.7 hrs	of Diverses in 2025 named a company that is not a party to the contract. The export shows the client, the contract shows the gap.	Annex	Page one of the property management contract listed the parties, the notice periods and the fee. The services were in the general terms.
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First the parties and the grid, once per contract.
Then every line.

CLIENT

CONTRACT DATED

EXPORT FROM, TO

CHECKED BY

DATE

A · PARTIES ON PAGE ONE

EVERY COMPANY AND EVERY PERSON THE CONTRACT COVERS

B · YOUR GRID

F

Base mandate

E

Extra, with rate

B

Wording allows both

C · THE LINES FROM THE EXPORT

DATE	TEXT FROM TIMESAFE	FOR WHOM	CLAUSE IN THE CONTRACT	F	E	B	RECORDED	BILLED	APPROVAL
from the export	copy word for word	company in the text, party yes or no	section and wording				from the export	from the export	initials
				☐	☐	☐			
				☐	☐	☐			
				☐	☐	☐			
				☐	☐	☐			
				☐	☐	☐			
				☐	☐	☐			
				☐	☐	☐			
				☐	☐	☐			

E HOURS RECORDED

OF WHICH BILLED

HOURS WITH NO PARTY IN THE CONTRACT

B HOURS TO APPROVE

TO CLEAR WITH THE CLIENT

Go to the client with the contract clause. Not with a total called Diverses.

After the grid you have four totals for one client: E hours that never reached an invoice, hours for companies that are not in the contract, B hours with your decision, and the rest, which rightly sits in the base mandate. Behind every hour there is a clause in the contract.

With that you have two conversations. One with the client, about what appears separately on the invoice from now on, which company belongs in the contract and what needs an order first. One with your team, about the lines that do not say what the work was or who it was for.

IF YOU DO NOT WANT TO DO IT BY HAND

As a running process it looks like this: every Timesafe hour gets a proposal with its reasoning, flat fee or extra. You approve the borderline cases, and the replay log records who decided what. Every Monday at 07:00 you see which client pays for itself.

Proposal with reasoning → Your approval → Replay log → Monday 07:00

In the pilot, two client contracts and six Timesafe exports were reconciled within one day. The estimate had been four weeks.



Reply to me in the DM with the page of your contract where the services are listed, and the column where most of your hours ended up.

Write to me: office@growamplified.com

Timon Wick · Grow Amplified

Fifteen years running finance and operations where every step had to survive an audit.

Every number in this grid comes from a single pilot, anonymised and shown with its basis. The contract clauses come from a property management contract and a bookkeeping contract in that pilot, shortened and without names, amounts or rates. Your contract may read differently. Not legal advice.