

How to create a PDF of my billable working hours!

Step: 1

Log on to your account at www.mhc-training.com.

Select **Hours** to view a summary of your billable working hours according to year.

DAVID WEBB

 View  Edit

Personal **Hours** Loan Newsletters

Working Hours

Summary of past and future working hours according to calendar month.

Click on individual months for detailed overview and create a PDF export document.

2019	01	02	03	04	05	06	07	08	09	10	11	12	Sum
GO! 1:1 MUSTERMANN	5,00	4,00	4,00	4,00	4,00								21,00
GO! 1:1 Mustermann II	4,00	4,00	4,00	5,00	3,00								20,00
Total	9,00	8,00	8,00	9,00	7,00								41,00

Step: 2

Click at the top on the respective months (01...12) to view your billable working hours for each month.

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 View  Edit

Personal **Hours** Loan Newsletters

Working Hours

[« Back to overview](#)

Working hours in January 2019

Appointments

Date	From	To	Course	Hours
2019-01-03	09:00	10:00	GO! 1:1 MUSTERMANN	1,00
2019-01-08	14:00	15:00	GO! 1:1 Mustermann II	1,00
2019-01-10	09:00	10:00	GO! 1:1 MUSTERMANN	1,00
2019-01-15	14:00	15:00	GO! 1:1 Mustermann II	1,00
2019-01-17	09:00	10:00	GO! 1:1 MUSTERMANN	1,00
2019-01-22	14:00	15:00	GO! 1:1 Mustermann II	1,00
2019-01-24	09:00	10:00	GO! 1:1 MUSTERMANN	1,00
2019-01-29	14:00	15:00	GO! 1:1 Mustermann II	1,00
2019-01-31	09:00	10:00	GO! 1:1 MUSTERMANN	1,00

Total hours 9,00

Create PDF (Austria)

Step: 3

After you have checked your billable working hours, select **Create PDF**. In case you have taught hours for both MHC Austria and MHC Slovakia, you will need to create a PDF summary for each MHC subsidiary. Please attach these along with your respective invoices. Below is an example of what the document looks like.

MHC Business Language Training

WORKING HOURS / David Webb / January 2019

MHC Business Language Training GmbH
Perchtoldsdorfer Straße 21/DG Top 1
1230 Wien
Österreich

WORKING HOURS

David Webb / January 2019

COURSE	CLIENT	LOCATION	HOURS
GO! 1:1 MUSTERMANN DE-19159921	1 Attendee	, ,	5,00
GO! 1:1 Mustermann II DE-19159943	1 Attendee	, ,	4,00
			Total hours 9,00

Step: 4

Send your PDF documents along with your invoice. It is now sufficient to prepare a simple invoice with just the total hours as shown in the example below.


country
country
VAT number

MHC Business Language Training s.r.o.
 Zámocká 30
 811 01 Bratislava
 IČO: 46370421
 DIČ: 2023353244

Date xxx

INVOICE Nr. xx – please add a number of your invoice

For services rendered allow me to submit my invoice for Go! Virtual Business Language Training Services
 Time period: xx.xx.2018 – xx.xx.2018

Course Name	Hours	Rate per 60 min.	Total €
Go! Virtual Business Language Training Services - ENGLISH/GERMAN...	1,5	xx	xx
Total due			xx

Payment will be made within 14 days.
 Kind regards

Name

Account number
 Bank

Take care to invoice only completed lessons including any late cancellations.

In case you have any questions, please watch our instructional video on ‚how to prepare your MHC invoice‘ which can be found here:

<https://vimeo.com/319689351>

Password MHC01