Rate Calculator & Client Screening Template

(For Student Freelancers & Hustlers)

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1. Monthly Income Goal

- Desired Monthly Income ($): _____

- Maximum Hours Per Week Available: _____

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2. Hourly Rate Calculator

Formula:
Monthly Income Goal ÷ (Weekly Hours × 4)

Calculation	Amount
Monthly Goal	$ _____
Weekly Hours × 4	_____
Minimum Hourly Rate	**$ _____ / hour**

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3. Rate Adjustment Plan

- Starting Rate: $ _____ / hour

- Increase after ___ projects or ___ months

- Target Rate (next level): $ _____ / hour

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4. Client Screening Checklist

Accept the client if:

☐ Clear requirements
☐ Reasonable deadline
☐ Respects your student schedule
☐ Agrees to stated rate
☐ Communicates professionally

Red Flags (avoid if 2+ apply):

☐ "Quick favor" requests
☐ Unrealistic deadlines
☐ Constant changes in scope
☐ Rate negotiation after agreement
☐ No clear payment method

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5. Project Scope Agreement (Simple)

- Client Name: _____

- Service Provided: _____

- Deliverables: _____

- Deadline: _____

- Payment Amount: $ _____

Payment Terms:
☐ Advance
☐ Milestone
☐ On Completion

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6. Rate Increase Script (Use as Needed)

"As my availability and experience have grown, my updated rate for new projects will be $_____. This ensures quality and timely delivery."

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7. Notes & Client Feedback

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