



Automatic sending — and why approval has an author

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Fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **An approved timesheet triggers billing and stands behind what was done.**

What the agent does alone once the timesheet is approved

Act	Done alone?	Rhythm
Sending to the client	Yes	The one you set
Passing to billing	Yes	Immediate
Chasing missing timesheets	Yes	Day 2 then day 5
Monthly recap by engagement	Yes	Monthly

The one act that stays with a person

Act	Why
Approval	Whoever approves declares the time described is the time spent — a declaration has an author

The time gain

Step	Today	After
Wait between approval and sending	6 days on average	Immediate

On monthly billing, **six days of lag become a whole month** when approval lands after the cut-off.

What is not spread pro rata

Finding	Value	Treatment
Time fitting no engagement	12 %	"Unallocated" line, made visible

Spreading pro rata produces **false figures that look exactly like accurate ones** — and the client pays them.

For the company to settle

Sending rhythm to the client: _____

Chaser days for missing timesheets: _____

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