

6-Minute Increment Chart

Tenths-of-an-hour billing units

Minutes Worked	Increment	Units
1 – 6 minutes	0.1	1 unit
7 – 12 minutes	0.2	2 units
13 – 18 minutes	0.3	3 units
19 – 24 minutes	0.4	4 units
25 – 30 minutes	0.5	5 units
31 – 36 minutes	0.6	6 units
37 – 42 minutes	0.7	7 units
43 – 48 minutes	0.8	8 units
49 – 54 minutes	0.9	9 units
55 – 60 minutes	1.0	10 units