



Companion setup guide

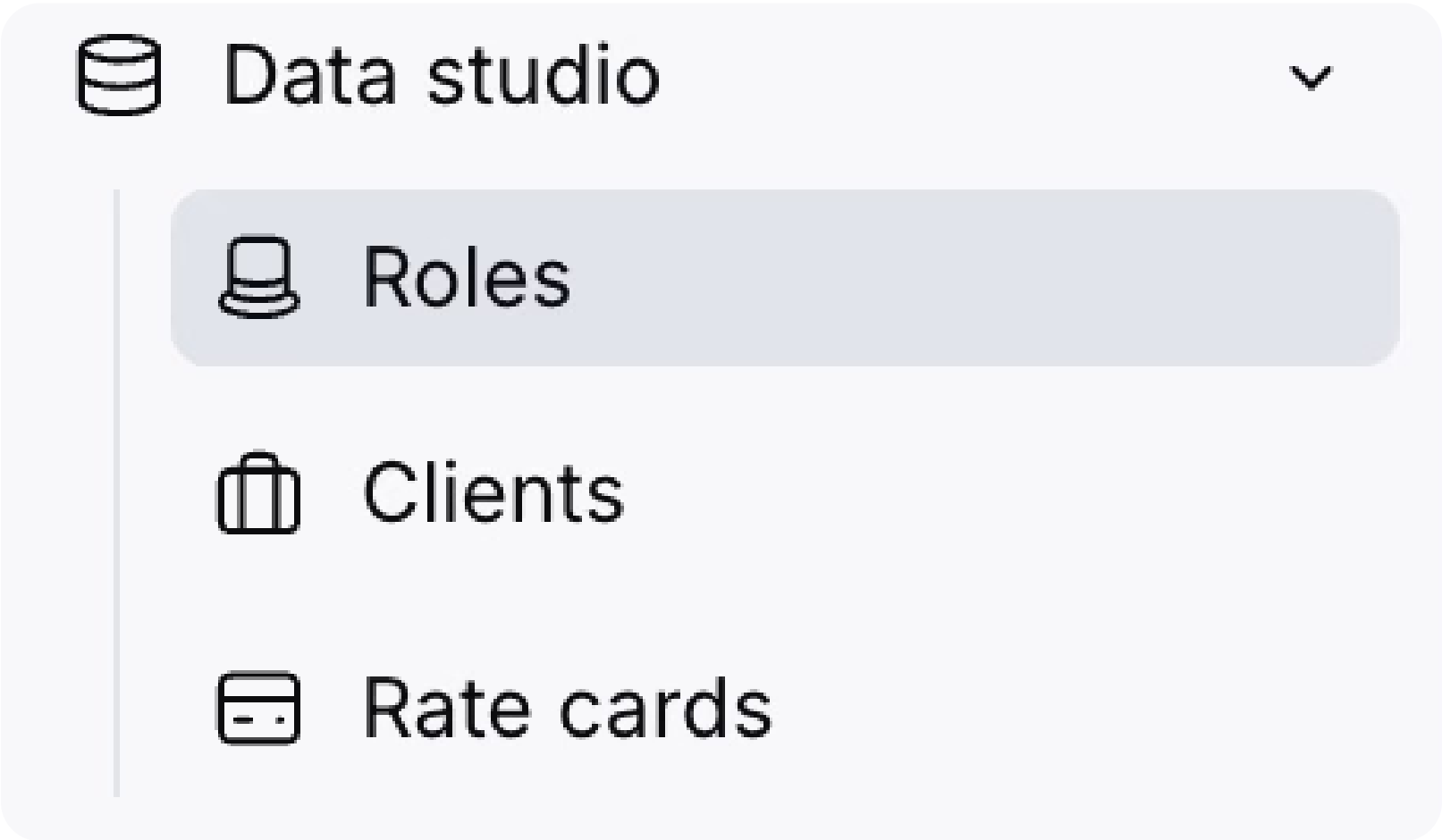
Rates + multi-currency

There are two types of rates in Float that are set up in different areas

1. Cost rates

Track the person's hourly costs to the business. Some customers represent this as a person's salary (as an hourly rate) or a blended rate.

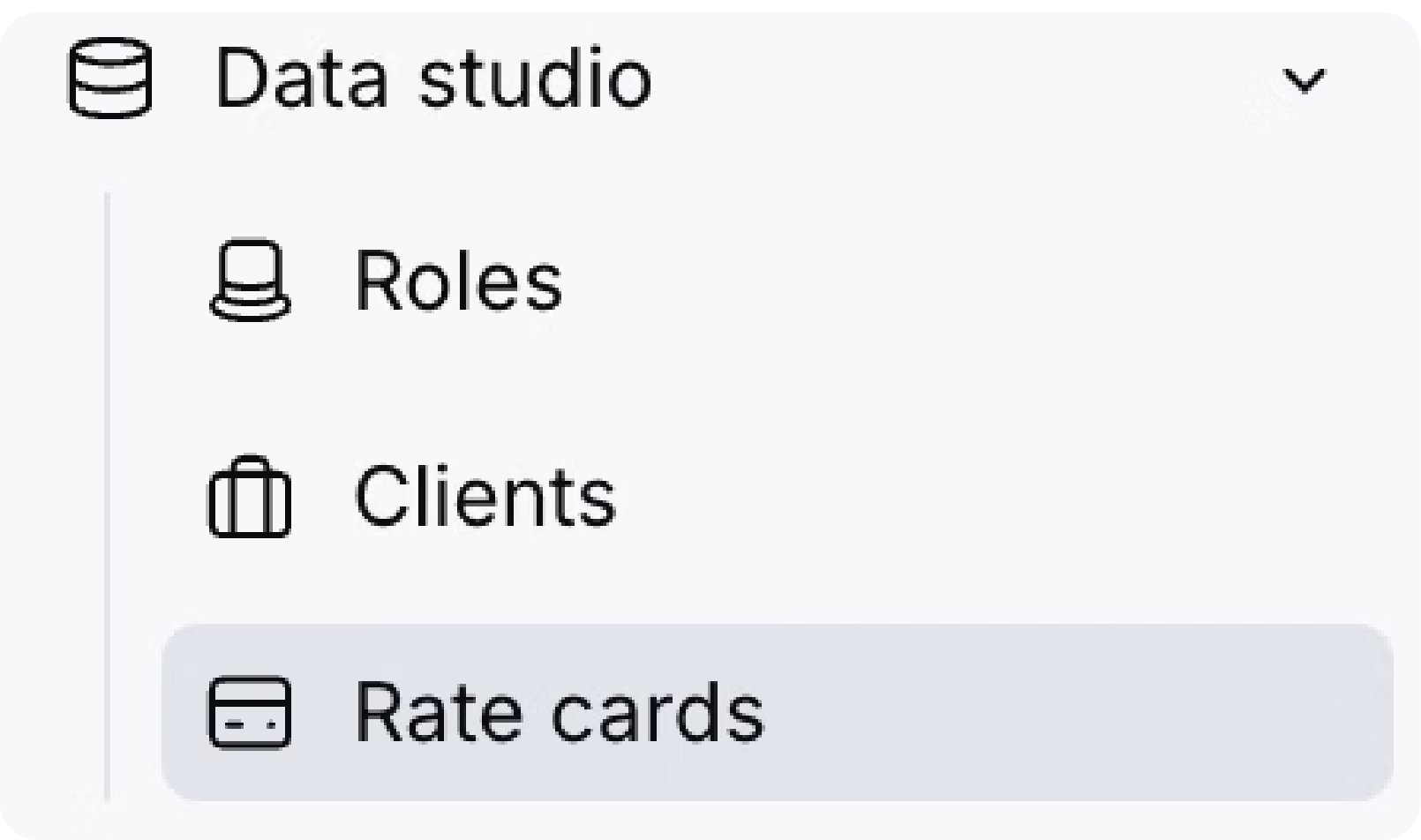
Set in Data studio > Roles



2. Bill rates

Used for your charge-out rates; set your bill rates in one place and know they're applied consistently across every client and project.

Set in Data studio > Rate cards



Before setting rates, make sure you...

1. Can access Data studio →

Rate cards (for bill rates), and Roles (for cost rates) are only available to Admins and Account Owners

2. Have Roles set up by level →

Ensure you've uploaded Roles via the Data studio. Break down roles (and their corresponding levels) based on how detailed you need your rates to be. For example, if you want to track the cost difference between junior vs. senior roles, you'll want to break them out as different roles.

☐	Name ^	Cost rate	Bill rate	Active people
☐	Jr. Designer	\$ 45 /hr	\$ 90 /hr	10
☐	Jr. Digital & Growth Marketing	\$ 45 /hr	\$ 80 /hr	3
☐	Jr. Front-end Developer	\$ 70 /hr	\$ 140 /hr	0
☐	Jr. Producer	\$ 40 /hr	\$ 90 /hr	0
☐	Jr. Project Manager	\$ 60 /hr	\$ 90 /hr	0
☐	Jr. Web Developer	\$ 50 /hr	\$ 100 /hr	1
☐	Producer	\$ 45 /hr	\$ 100 /hr	0
☐	Sr. Account Manager	\$ 75 /hr	\$ 190 /hr	3
☐	Sr. Brand Strategist	\$ 170 /hr	\$ 240 /hr	0
☐	Sr. Business Analyst	\$ 150 /hr	\$ 250 /hr	0
☐	Sr. Campaign Manager	\$ 70 /hr	\$ 140 /hr	1
☐	Sr. Copywriter	\$ 80 /hr	\$ 130 /hr	2
☐	Sr. Data Analyst	\$ 150 /hr	\$ 175 /hr	2
☐	Sr. Designer	\$ 90 /hr	\$ 150 /hr	6

Role rates for cost rates

How to decide your cost rates

If your organization doesn't already have set cost rates there are several options you can use:

(1) Salary-based cost rates*

Divide a role's annual salary by your organization's working hours per year (typically 1,800 to 2,080 hours) to get a baseline hourly cost rate. Simple to set up, but note this reflects compensation only.

(2) Fully loaded cost rates

Takes the salary-based rate and adds employer taxes, benefits, equipment, software, and any overhead your organization allocates to headcount. Fully loaded rates typically run 1.3x to 1.8x base salary.

(3) Blended role rates

If your organization prefers not to differentiate by seniority level, you can set a single rate per role using the median or average across all levels. Useful for simplicity, especially in smaller teams.

(4) Contractor rates

For freelancers and contractors, use their actual contracted rate as the cost input rather than a salary derivation. Contractors carry no benefits overhead, but their day rates are usually higher, so they're best tracked separately.

(5) Location-adjusted rates

If your team spans multiple regions, the same role can carry meaningfully different costs. Some organizations maintain a single global rate per role; others split by region or office using Float's currency settings.

*most common

When setting cost rates...

Recommended approach

- Set cost rates by role, with separate roles for each level (e.g., senior designer, junior designer). This is the most consistent way to manage rates at scale. Each person inherits their rate from their assigned role, so when someone's role changes, their cost rate updates automatically from that point.
- Cost rates can also be customized or overridden at the project or person level. Treat these as exceptions. When possible, stick to role-based rates to keep things accurate and consistent.

28 Roles

Active

☐	Name ^	Cost rate
☐	Jr. Copywriter	\$ 35 /hr
☐	Jr. Data Analyst	\$ 45 /hr
☐	Jr. Designer	\$ 45 /hr
☐	Jr. Digital & Growth Marketing	\$ 45 /hr
☐	Sr. Campaign Manager	\$ 70 /hr
☐	Sr. Copywriter	\$ 80 /hr

Elena Ivanova

Info

Access

Availability

Time off 6

Projects 17

Role

Jr. Designer

Cost rate

\$ 45

/hr

View changes

Rate cards for bill rates

Great for...



Rack or standard rates

Set and reference default bill rates. Create a standard set of bill rates before any client-specific discounts or negotiations



Client rate cards

Build rate cards tailored to each client, with negotiated discounts and pricing tiers.



Multi-currency projects

Create rate cards in different currencies so global teams can bill accurately without manual conversion



When setting bill rates

Recommended approach

- Set up bill rates as rate cards. Rate cards are the most flexible option Float offers—you define billable rate variations in one place and apply them to the relevant projects.
- Rate cards work the same way as cost rates: both are assigned by role. If your team bills at different rates by level, set up separate roles for each (e.g., senior designer, junior designer).
- Bill rates can also be set at the project or person level, but these override rate cards and aren't meant for regular use. When in doubt, apply rates through the rate card.

7 Rate cards

Active

Archived

All

☐ Name ^	Clients	Projects	Currency
☐ AU Standard rates 2026 (AUD)	0	0	AUD
☐ Acme Inc - Negotiated Rates	1	2	USD
☐ EU Standard rates 2026 (EUR)	0	1	EUR
☐ Growth X - Negotiated Rates (USD)	1	2	USD
☐ Premium rates 2026 (USD)	0	1	USD
		1	GBP
		1	USD

Team 7 ▾

Bill rates

Use rate card

Set manually

Same for everyone

Rate card

Acme Inc - Negotiated Rates ▾

Person	Role	Bill rate
 Caleb Green	Sr. Copywriter	\$ 130 /hr ⋮
 Cassie Logan	Sr. Campaign Manager	\$ 140 /hr ⋮
 Chloe Thompson	Jr. Digital & Growth Mar...	\$ 80 /hr ⋮
 Ethan Davis	Sr. Designer	\$ 150 /hr ⋮
 Isiah Run	Executive Creative Dire...	\$ 400 /hr ⋮
 Nik Spiros	Jr. Web Developer 0 +1	\$ 100 /hr ⋮
 Pam Gonzalez	Sr. Public Relations & Br...	\$ 190 /hr ⋮

Applying multi-currency

Before using multi-currency

1. Can access Company settings →

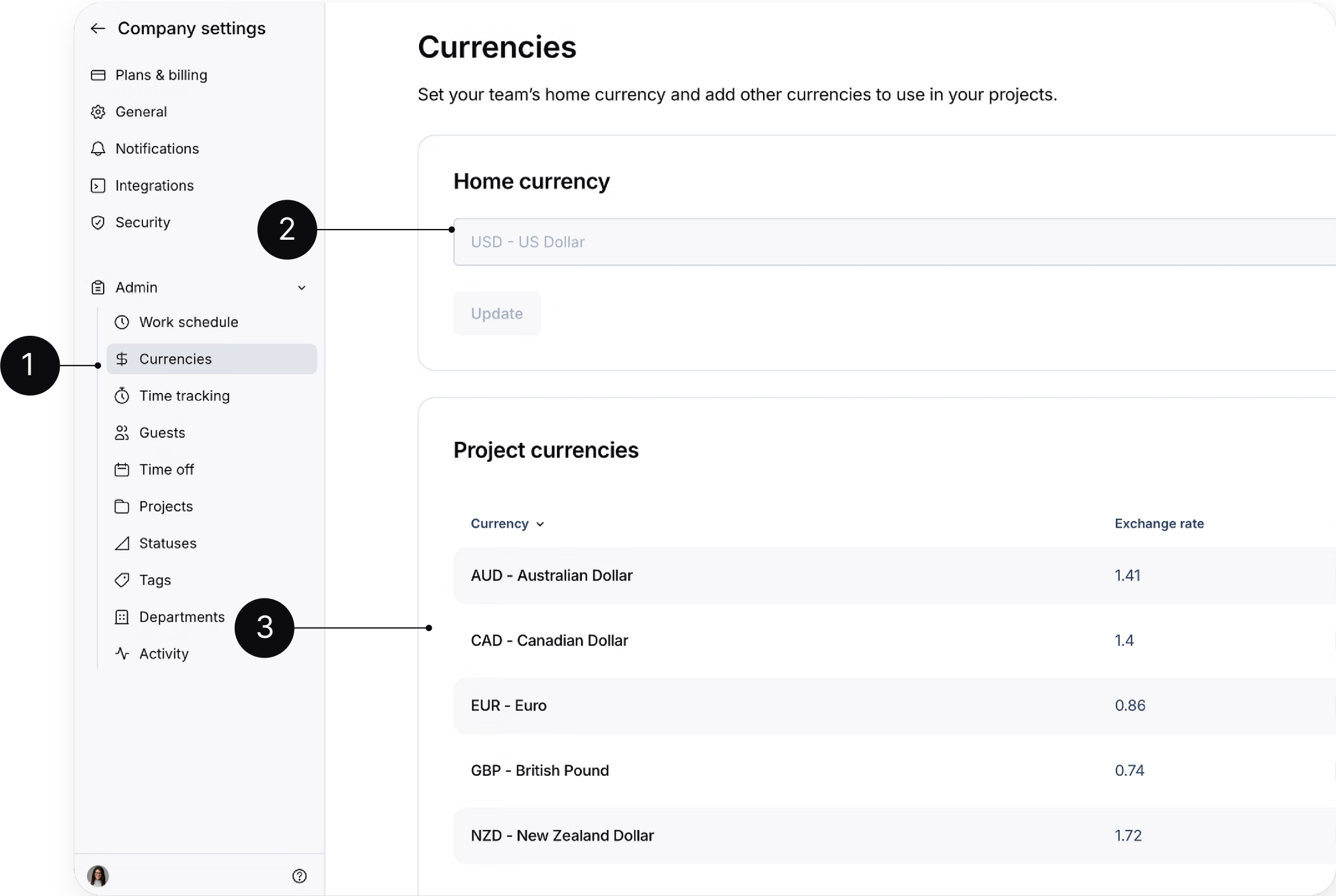
Only Admins and Account owners can access the currencies section in Company settings.

2. Know your default home currency

This is the automatic fall-back for your entire rates set-up. It applies to the entire company.

3. Agree on a process before you start

Confirm which currencies you'll bill in, then decide how often you'll update exchange rates. The rate set when a project is created is what the project carries by default, so it's worth getting this right upfront.



When setting up multi-currency

Recommended approach

- Grab a finance counterpart to set up currencies: in Company settings, an admin or account owner enables the currencies your org works in and manually sets each one's exchange rate.
- Set a cadence for exchange rate updates: a project inherits the rate as it's set on the creation date. Many companies refresh these rates monthly, but you set the cadence internally.
- Create a rate card in the same target currencies: set the rate card's currency when you create it, and enter the bill rates directly in that currency.

Currencies

Set your team's home currency and add other currencies to use in your projects.

Home currency

USD - US Dollar

Update

Project currencies

Currency	Exchange rate	Projects
AUD - Australian Dollar	1.41	0
CAD - Canadian Dollar	1.4	0
EUR - Euro		
GBP - British Pound		
NZD - New Zealand		

Add

AU Standard rates 2026 (AUD)

Currency

AUD - Australian Dollar

Clients

Assign to clients

How currencies are applied to client work

1. Exchange rates <> cost rates

When a project gets created by a Project Manager or Owner, they select the project's currency, and Float applies that exchange rate to your cost rates for the project's full duration.

Budget ▾

Type

No budget

Time & materials

Fixed fee

Fixed hours

Fee by

Project

Phase

Task

Currency

EUR - Euro ▾

Exchange rate

0.86

Total fee

€ 215,000

Exchange rate
Used to convert cost rates from home currency to project currency.

2. Currency rate cards <> bill rates

When you create a rate card, you select the currency and set your rates in that currency. Your bill rates stay fixed by the rate card you selected in that currency when applied to the project.

Team 10 ▾

Bill rates

Use rate card

Set manually

Same for everyone

Rate card

EU Standard rates 2026 (EUR) ▾

Person	Role	Bill rate
 Alex Nix	Jr. Web Developer	€ 84 /hr ⋮
 Ana Silva	Sr. Designer	€ 126 /hr ⋮

Currency bill rate
Pulled directly from the rate card.
Already converted on the rate card.

Questions or feedback?

Reach out directly to your Customer Success
Manager or support@float.com

