TimeBinder.io

FREE CHECKLIST · ANY INDUSTRY

Before you send, sign or submit: a one-page checklist for any business or freelancer

Date the exact files at the moment they matter

Good moments to make a TimeBind

- **Freelancers and agencies:** before you deliver work, and before the client pays.
- **Contracts:** each version sent, and the signed final.
- **Insurance claims:** photos, quotes, invoices and policy documents, before you submit.
- **Property, finance and trading records:** instructions, confirmations and mandates as issued.
- **Health and care records:** only where your privacy rules allow. Keep patient data out of anything you share.
- **Any dispute risk:** the files you may need later to show what existed and when.

Steps

1. Decide the set: up to 10 files per TimeBind.
2. Don't edit the files after fingerprinting. Any edit gives a new fingerprint.
3. Drag them into the TimeBinder app. Your browser makes the fingerprint; the files stay on your device.
4. Download the Proof of Time Certificate. Store it with the originals, and keep a backup.
5. Write a one-line note: what the set is, who it went to, and the date.

Record-keeping habits that go with it

- [ ] One folder per issue or delivery, with the files and the certificate together.
- [ ] Date-first file names, for example `2026-11-10_ClientName_Deliverable_v2.pdf`.
- [ ] Keep the sent copy unchanged. Edit a duplicate.
- [ ] Keep the email or message that carried the files.
- [ ] Check the file against the certificate if you ever need to rely on it.

Pooled or ASAP?

Pooled (first one free, then from US$5) is usually recorded within 24 to 48 hours, often sooner. **ASAP** (US$15) gets its own record, sent straight away, and can be checked independently.

WHAT IT SHOWS
These exact files existed no later than the recorded time and still match their fingerprints.

WHAT IT DOES NOT SHOW
Who made the files, that their content is true, or that anyone received them. It doesn't replace delivery receipts, contracts, or advice from a lawyer.

Make your first TimeBind free (no credit card): app.timebinder.io/?utm_source=pdf&utm_medium=guide&utm_campaign=general-checklist
Then from US$5 per Pooled TimeBind; ASAP US$15. Up to 10 files per TimeBind. The file stays on your device; the fingerprint is made in your browser.
A TimeBind shows an exact file existed no later than the recorded time and still matches its fingerprint. It does not show authorship, ownership or any legal outcome. General information, not legal advice. Edition 10 Nov 2026 · timebinder.io/blog/evidence-of-when-a-file-existed-guide-by-profession/