

The Freelancer Tool Stack

The 18 tools that run a one-person business — invoicing, contracts, time, writing, automation and money. Print it, tick what you already use, and fill the gaps.

You don't need 40 apps to run solo — you need the right one in each job. This is the starter stack we recommend at solokithq.com, grouped by the six things every freelance business has to do. Pick one per row; add a runner-up only if you've outgrown the first.

1 · Invoicing & Accounting

- ☐ **Wave** — Free invoicing and accounting to start with no fixed cost.
- ☐ **FreshBooks** — Polished invoicing with automated late-payment reminders.
- ☐ **QuickBooks Solopreneur** — Bookkeeping plus estimated taxes for U.S. solo earners.

2 · Proposals, Contracts & CRM

- ☐ **Bonsai** — All-in-one: proposals, contracts, invoices and a light CRM.
- ☐ **HoneyBook** — Elegant client flow for creatives and service pros.
- ☐ **Better Proposals** — Proposals with open-tracking and e-signature.

3 · Time Tracking & Project Management

- ☐ **Toggl Track** — One-click time logging; ideal when you bill by the hour.
- ☐ **Clockify** — Free time tracking for solo work and small teams.
- ☐ **Trello / Notion** — A board or workspace to organize deliverables.

4 · AI Writing & Content

- ☐ **Jasper** — AI-assisted writing for marketing and web copy.
- ☐ **Copy.ai** — Fast first drafts of copy and client emails.
- ☐ **Grammarly** — Catch errors and tighten clarity before you hit send.

5 · Automation & Productivity

- ☐ **Zapier** — Connect your apps and automate repetitive busywork.
- ☐ **Make** — Visual automation that's cheaper per operation.
- ☐ **Calendly** — Book meetings without the back-and-forth emails.

6 · Freelance Business & Money

- ☐ **Wise** — International payments at the real exchange rate.

- ☐ **Kit (ConvertKit)** — Email marketing and an audience list you own.
- ☐ **A dedicated business account** — Keep business money separate from personal.

Next step: pick the one row you're missing and set it up this week. Full hands-on reviews and A-vs-B comparisons for every tool above live at **solokithq.com**.