



How is your paperwork being given to your Bookkeeper?

Here are a few hints on saving money:

- Organize by month
- Open your mail before giving it to us
- Keep your bank statements together and ensure none are missing
- Make notes on receipts as to what the purchase was for (It is not always clear)
- Keep your personal receipts out
- Use detailed deposit slips so we know who the payments came from
- Don't wait until the last minute to get information to the bookkeeper
- Do not use a highlighter on your receipts. This tends to fade the ink and make them unreadable over time
- If a receipt is for both personal and business expense, mark clearly what the business portion and the personal portion are
- Ask us how to eliminate the shoebox of receipts and turn your phone into a practical tool to capture receipts