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BOOKKEEPING AND INVOICING · FREE RESOURCE

Monthly Bookkeeping Checklist

A simple month-end routine for home-service owners

Weekly

- ☐ Snap a photo of every receipt (fuel, supplies, equipment).
- ☐ Send any invoices for jobs finished this week.
- ☐ Note cash or check payments the day you receive them.

Month-end

- ☐ Download business bank and credit card statements.
- ☐ Match each transaction to a receipt or invoice.
- ☐ Separate personal charges from business charges.
- ☐ List customers who still owe you and how long it has been.
- ☐ Review subcontractor payments and keep their W-9 forms on file.

Every quarter

- ☐ Review income vs. expenses so there are no surprises.
- ☐ Share organized records with your tax professional.

Need help? Book a free call: calendar.app.google/3TD6a9ZGWQGfCz6C8 · hello@luxebookkeepinggroup.com · 602-679-4504

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