LUXE

BOOKKEEPING AND INVOICING · FREE RESOURCE

Receipt & Expense Organizing Guide

Keep the paperwork from following you home

Set it up once

- ☐ Use one business bank account and one business card only.
- ☐ Create folders by month: Receipts, Invoices, Statements.
- ☐ Pick one app or folder for receipt photos and stick to it.

Common home-service expense categories

- ☐ Fuel and vehicle costs
- ☐ Chemicals, parts and supplies
- ☐ Tools and equipment
- ☐ Subcontractors
- ☐ Insurance, licenses and permits
- ☐ Phone, software and marketing

Good habits

- ☐ Write the job or customer name on each receipt.
- ☐ Keep records in an organized place your tax professional can access.
- ☐ Ask your tax professional how long to keep records for your business.

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

Shelton Holdings Group LLC DBA Luxe Bookkeeping Group, 1155 S Power Rd, Ste 114 #591, Mesa, AZ 85206.
General information only. Not tax, legal or accounting advice. Not a CPA firm. Consult a qualified tax professional for your situation.