

collect stuff

with Jenny Girl Friday

notes

For this step, just collect! No need to sort or categorize, unless you want to.

Some of these will apply to you, some will not! The ones with ♥ are either required/recommended.

Tip: find a nice container (large basket, pretty office box) and/or a place to put all this stuff.

Expenses	♥	Bank Statements	For all accounts used for business expenses
	♥	Credit Card Statements	For all accounts used for business expenses
	♥	Paper Receipts	For business expenses
	♥	Email Receipts	For business expenses, print or put into one folder
		<i>Utilities used fully or partially for business:</i>	
		Cell Phone Bills	other: _____
		Wi-Fi Bills	other: _____

Income Record		<i>Choose any that apply</i>	
	♥	Record(s) of Sales	If you have this in Excel, Quickbooks, a commerce website or some other application, print
	♥	Any 1099-MISCs	For this business
		Deposit Slips	IF you collected these
		Customer Invoice copies	IF you collected these
		Calendar of Appointments	IF you need to construct a record

Mileage	♥	Mileage Record	If from an APP, download and print
+ Office	♥	Starting Odometer Reading	On Jan 1, 2017
	♥	Ending Odometer Reading	On Dec 31, 2017
		Home Office Square Feet	

Reward!	♥	Treat Yo-Self!	
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