

FREE RESOURCE GUIDE

from Bald Eagle Bookkeeping Solutions

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3 Biggest Bookkeeping Fixes Every Small Business Owner Needs

✓ Fix #1: Stop Mixing Business and Personal Money

The Problem:

- Using the wrong card (personal for business, or business for personal) creates messy books, lost deductions, and IRS red flags.

The Fix:

- Open a dedicated business checking account and credit/debit card.
- Run **all business income and expenses** through these accounts only.
- Keep personal expenses 100% separate.

👉 *This simple fix alone saves hours at tax time and protects deductions.*

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✅ Fix #2: Track Every Receipt

The Problem:

- Missing receipts = missing deductions.
- Paper piles are stressful, and the IRS requires proof.

The Fix:

- Use a receipt capture app like **Dext**, **Expensify**, or **QuickBooks Online's receipt feature**.
- Snap a picture of every business receipt on the spot.
- Store everything digitally so you never lose another deduction.

👉 *Every \$10 receipt adds up, and over a year that can mean thousands of dollars saved.*

✅ Fix #3: Send Invoices On Time

The Problem:

- Late invoices = delayed payments = cash flow headaches.
- Many small business owners wait until “Friday” or “end of the month” to send invoices.

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The Fix:

- Send invoices immediately when the job or milestone is complete.
- Use software like **QuickBooks Online** or **FreshBooks** to automate invoices and reminders.
- Faster invoices = faster payments.

👉 *Your business can't grow if cash flow is stuck in unpaid invoices.*

✨ How to Use These Fixes

These three bookkeeping fixes are **the foundation of stress-free finances**:

- Clean separation of accounts
- Organized, digital receipts
- Consistent, on-time invoicing

When you master these, you'll save time, maximize deductions, and improve cash flow.

At **Bald Eagle Bookkeeping Solutions**, we help small business owners nationwide simplify their bookkeeping, stay IRS-compliant, and achieve financial clarity.

📘 Want help setting up these fixes for your business?

👉 Schedule your **Free Discovery Call** today! [Schedule Now](#)