



Common Start-Up Mistakes

- Not having a separate bank account.
- Not filing bank (or retaining) bank statements in chronological order.
- Not reconciling monthly bank statements.
- Not paying by credit card or bank transfer.
- Not numbering sales invoice sequentially.
- Not having a filing system for purchase invoices.
- Not retaining purchase receipts.
- Not using software.
- Not having separate office space.
- Not doing anything – until it's too late.