



Faithful Administration Solutions

ARE YOU LOSING OUT ON BILLABLE EXPENSES?

Hidden leaks could be draining your profits.

Missed reimbursable expenses are one of the most common—and preventable—sources of revenue loss. Discover how to plug the leaks and keep more of what you earn.



Introduction



Incorrect or missed invoices—and unpaid debts—can quietly drain thousands from your business. I once found over \$3,000 in unclaimed billable expenses for a client who had overlooked them in past invoices. Catching these errors early can make all the difference in protecting your profits.



Revenue Leakage



Revenue leakage is one of those silent profit killers that often goes undetected. It happens when businesses lose money without realizing it—through small inefficiencies, simple mistakes, or things that slip through the cracks. Unlike obvious financial losses, this kind of leak is subtle, gradually eating away at profit margins over time.

Many companies pour their energy into boosting sales, while overlooking the revenue that's quietly slipping away.



Procrastination



With so many pressing demands, invoicing often gets bumped to the bottom of a business owner's list of priorities. It's time-consuming, repetitive, and rarely interactive, leaving many feeling disorganized or overwhelmed.

But putting it off too long can create costly gaps in your cash flow.



Accounting Programs



Accounting software can be a powerful tool for streamlining your processes and building systems that work for your business. Many platforms allow you to upload receipts and link them directly to your invoices, simplifying expense tracking and documentation.

However, you'll want to invest time upfront to properly set up automations and learn how to upload, categorize, and assign receipts to the correct clients and projects, ensuring accuracy and efficiency from the start.

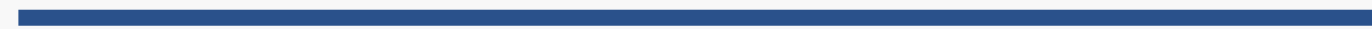


Foundation



As your business grows, your invoicing process will naturally evolve with it. However, building a solid invoicing foundation is extremely important.

Follow these practical tips to help you manage your invoicing more efficiently:



Receipt Email

Set up a dedicated email account for invoices and receipts. Here are some examples:

- receipts@yourbusinessname.com
- invoices@yourbusinessname.com
- vendors@yourbusinessname.com

Then, update all your subscriptions and vendor contacts to use this new email.

This simple change helps centralize your records to avoid hunting through multiple inboxes each month in search of receipts. It's a small adjustment that can save you a lot of time and frustration.



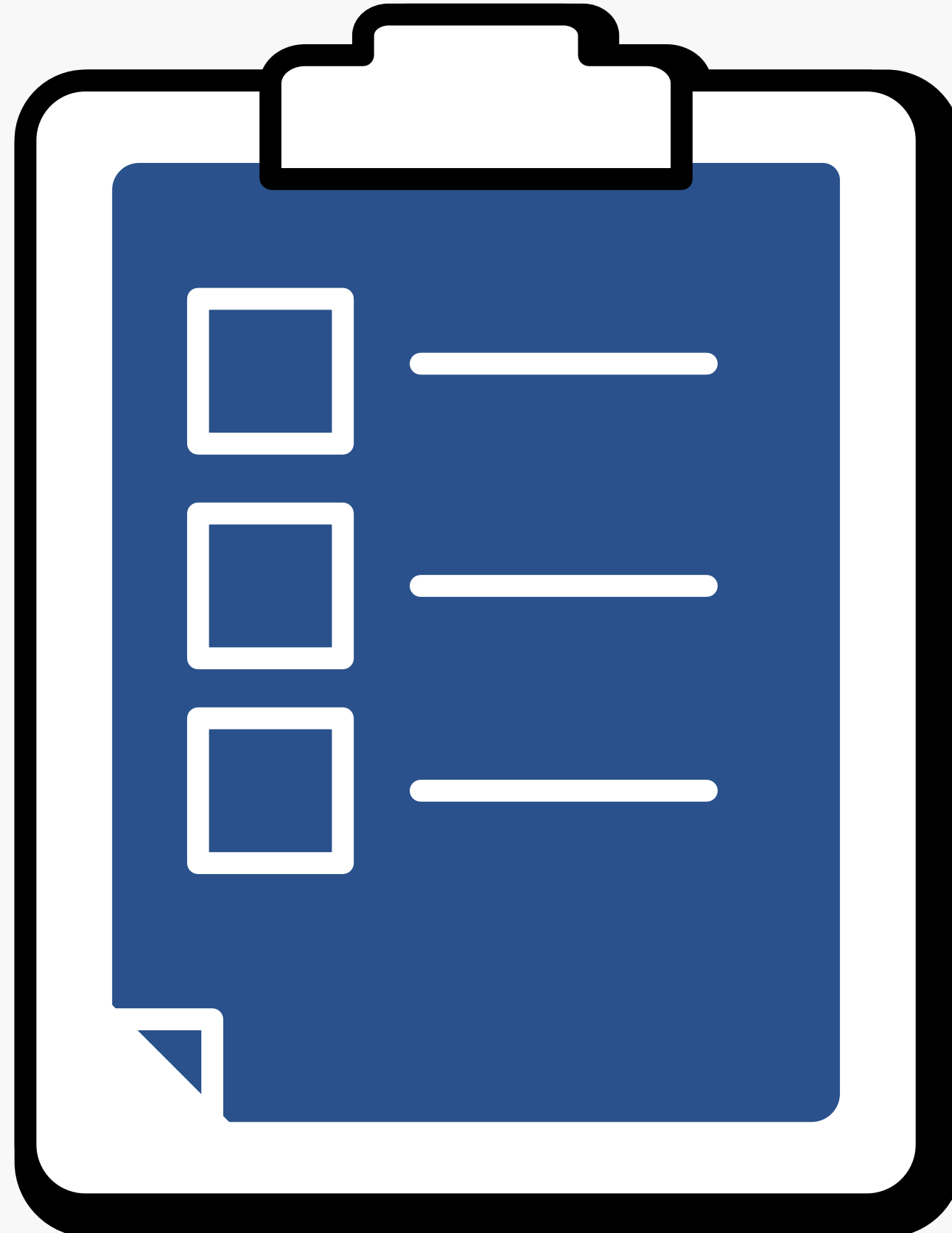
Email Rules



Create client-specific folders in your dedicated email account.

Organizing your invoices and receipts by client makes it quick and easy to find what you need when you need it.

Take it a step further by setting up email “rules” so that messages from specific vendors automatically land in the right client folder.



Not sure how to set up rules in Gmail? Follow this helpful guide here: [Create rules in Gmail](#)

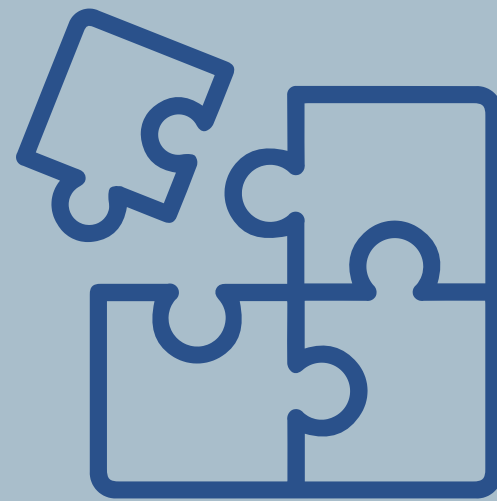


Consider whether an expense tracking platform makes sense for your business.



Benefits

- Streamlined system
- Expense reporting
- Budgeting



Integrations

- Accounting software platforms such as QuickBooks, Xero or FreshBooks
- Corporate cards



Team Reimbursements

- Easily reimburse team members and independent contractors

While these tools can be helpful, they're not always necessary for every business. Talk through your options with your Online Business Operations Partner to find the solution that best fits your organization's needs.

Expected Outcomes



Strengthen your long-term financial health.

By reducing missed billable expenses and making sure invoices are submitted on time, you can improve cash flow and support steady business growth. Retaining more revenue not only boosts your working capital but also strengthens overall financial stability.

With a well-organized and efficient invoicing process, even recovering just 5% of missed reimbursements can make a meaningful impact on your financial goals.



Moving forward...



You don't need to invest in expensive accounting software for every business task.

A dedicated email account to capture receipts, organized client-specific email folders, and cost-effective tools like Adobe or Canva for creating invoices can project professionalism—especially when they're used efficiently and strategically.





Ready to take control of your invoicing and maximize your revenue?

Contact Faithful Administration Solutions today!

As your Online Business Operations Partner, I'll help you track billable expenses, streamline your invoicing, and ensure every dollar counts.



www.faithfuladministrationsolutions.com



hello@faithfuladminsolutions.com

