



# Managing Cash Flow PLUG THE LEAK

**Plug These Leaks**  
and you'll find your cash flow getting better & better!

## **A/R**

Take action immediately when accounts pay late. Don't delay notifying late payers.

## **Check A/P**

Make sure the bill is warranted.

## **Invoicing too slowly**

They can't pay you if you don't bill them!

## **Line of Credit**

Don't abuse your credit or you'll die a slow death.

## **Cut Your Costs**

Lower rent, reduce staff, use contract employment, lower inventory.

## **Automate Client Payments**

through credit cards, ACH or online bill payment.

## **Check Payment Terms** and enforce them.

## **Accountability**

Assign the job of "Cash Flow Cop" and make everyone focus on cash flow.

## **Automate Your Payments**

Use credit cards to make payments to give you cash flow flexibility.

» Tips on Managing Your Cash Flow

