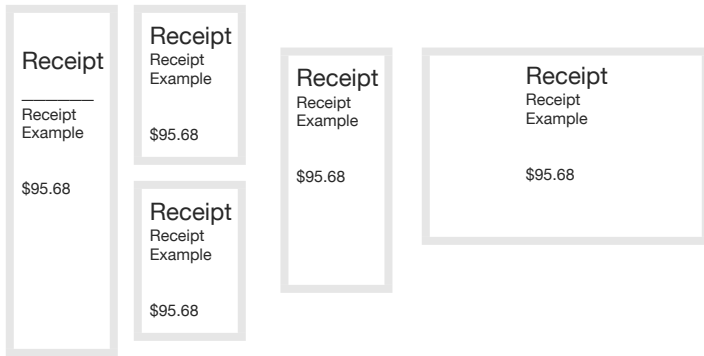
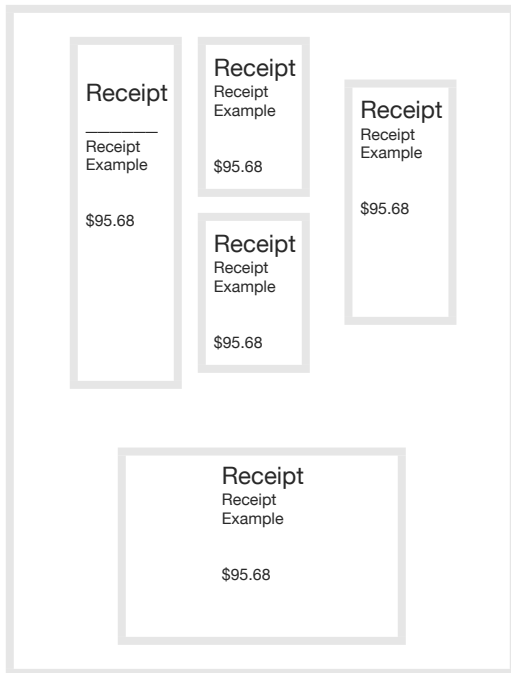


# RECEIPT MANAGEMENT - DIGITAL OFFICE

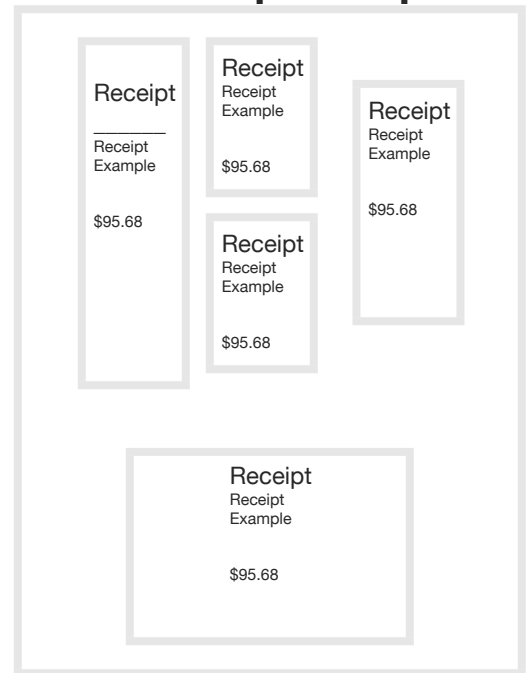
1. Gather up paper receipts and lay on flat bed of your scanner.



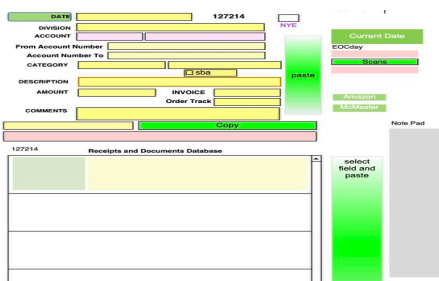
2. Copy to one page



3. Scan to .pdf output



5. Drag and drop



4. Label receipts

