Shopify Monthly Cost Tracker & Billing Checklist

Know What You Are Paying For Before Costs Add Up

Section 4: Shopify Account & Admin Setup

Video: Billing, Plans and App Charges

Use this resource after reviewing Shopify Plan, Billing and Apps.

The goal is not to predict every future expense perfectly. The goal is to understand your current Shopify-related costs, identify what is optional, and avoid unnecessary recurring charges.

Start lean. Add paid tools only when there is a clear requirement.

Do not choose a higher plan, paid app or annual commitment just because it exists.

1 Current Shopify Plan

Current Shopify Plan:

_____

Current Plan Cost:

₹ _____

Billing Cycle:

- ☐ Monthly
- ☐ Yearly
- ☐ Promotional / Trial Period

Plan Decision:

- ☐ Suitable for now
- ☐ Need to review later
- ☐ May upgrade later

Next Billing / Renewal Date:

_____

Current Trial / Promotional Offer:

_____

If you are still building or testing, a monthly billing cycle can provide more flexibility. If the business becomes stable and committed, yearly billing may be worth reviewing after checking the current offer.

2 Plan Decision Check

- ☐ I checked the current plan price inside my Shopify account
- ☐ I checked whether the plan is monthly or yearly
- ☐ I checked whether I actually need staff accounts
- ☐ I checked whether the plan includes the features I currently need
- ☐ I understand that higher plans may reduce some Shopify-related transaction charges or add features
- ☐ I understand that I can upgrade later if the business grows
- ☐ I am not choosing a higher plan only because it exists

For many beginners or solo store owners, the Basic plan may be a practical starting point if its current features are sufficient. The correct plan depends on the learner's current business requirements.

3 Current-Pricing Disclaimer

PLEASE READ

Shopify pricing, trials, promotional offers, plan names, staff limits, payment-provider percentages and included features can change. Always verify the current information shown inside your Shopify account before making a purchase or long-term commitment.

Track Your Shopify-Related Costs

COST ITEM	FREQUENCY	ESTIMATED COST	ACTUAL COST	NEED NOW / LATER / NOT REQUIRED	NOTES
Shopify Plan	Monthly / Annual	₹ _____	₹ _____	☐ Now ☐ Later ☐ Not req.	_____
Apps & Integrations	Monthly / Annual / Usage Based	₹ _____	₹ _____	☐ Now ☐ Later ☐ Not req.	_____
Domain	Annual	₹ _____	₹ _____	☐ Now ☐ Later ☐ Not req.	_____
Professional Email	Monthly / Annual	₹ _____	₹ _____	☐ Now ☐ Later ☐ Not req.	_____
Paid Theme / Design Tool	One-Time / Annual / Monthly	₹ _____	₹ _____	☐ Now ☐ Later ☐ Not req.	_____
Payment-Related Charges Separate operating cost	Transaction / Monthly	₹ _____	₹ _____	☐ Now ☐ Later ☐ Not req.	_____
Shipping / Courier Separate operating cost	Per Order / Monthly Estimate	₹ _____	₹ _____	☐ Now ☐ Later ☐ Not req.	_____
Marketing Tools	Monthly / Variable	₹ _____	₹ _____	☐ Now ☐ Later ☐ Not req.	_____
Maintenance / Developer Support	Monthly / Variable	₹ _____	₹ _____	☐ Now ☐ Later ☐ Not req.	_____
Other Shopify-Related Cost	Variable	₹ _____	₹ _____	☐ Now ☐ Later ☐ Not req.	_____

Keep these separate: payment-related and shipping costs are operating costs. Do not add them into your Shopify plan fee.

Estimated Monthly Recurring Cost:

₹ _____

Estimated Annual Recurring Cost:

₹ _____

One-Time Costs:

₹ _____

Costs Still to Verify:

_____

_____

_____

_____

4 Before Installing an App

Before installing an app, check:

- ☐ Pricing
- ☐ Free trial period
- ☐ What happens when the free trial ends
- ☐ Permissions requested
- ☐ Reviews
- ☐ Actual business need
- ☐ Whether Shopify already has a built-in feature that can do the job
- ☐ Whether a free option is sufficient
- ☐ Whether this app adds another recurring cost

Free app does not always mean permanently free. Some apps have usage limits, paid upgrades or subscription charges after a trial.

Keep Costs Lean and Under Review

5 Free First Strategy

START LEAN

Use:

◇ Shopify built-in features first
◇ Free themes where they meet the requirement
◇ Free apps where they genuinely solve the requirement
◇ Paid tools only when there is a clear business need

This course uses free themes and suitable free resources wherever practical.

6 Costs That Are Separate

SHOPIFY PLAN IS NOT THE ONLY POSSIBLE COST

Possible additional costs include:

- Domain
- Professional email
- Paid theme
- Paid apps
- Payment-related charges
- Shipping / courier
- Marketing tools
- Maintenance / developer support

Some of these may be ₹0 initially depending on your setup.

7 What to Review Inside Shopify

- ☐ Open Shopify Admin
- ☐ Review Settings → Plan
- ☐ Review Settings → Billing
- ☐ Review installed Apps
- ☐ Note current trial / promotional information
- ☐ Note recurring charges
- ☐ Remove or review unnecessary paid apps
- ☐ Update the tracker when a new recurring cost is added

8 Final Cost Awareness Check

- ☐ I know my current Shopify plan
- ☐ I know whether I am billed monthly or yearly
- ☐ I know my current recurring Shopify-related costs
- ☐ I know which costs are optional
- ☐ I know which costs are separate operating costs
- ☐ I know which costs I still need to verify
- ☐ I will review app charges before installing new apps
- ☐ I understand that pricing and offers may change

☐ **SHOPIFY COST PLAN REVIEWED**

> You do not need every paid feature now. Build the store with the features you actually need, then upgrade or add paid tools when the business requirement becomes clear.

If you are unsure whether a particular Shopify plan, app, theme, email service or other paid item is actually necessary for your store, use the Shopify Course Help & Direction Form from the resource hub before spending unnecessarily.