



A Fast-Paced Easy ½ Day Training Class

QuickBooks® Made Easy

Is your office making these 21 critical mistakes?

4-hour class helps you stop making the 21 most common mistakes in QuickBooks that cost you profits...

7 Mistakes that most bookkeepers make with QuickBooks

3 Reports you need to keep cash flow moving

3 Important ways to set up new clients and customers

4 Easy shortcuts that will save you dozens of hours every week using QuickBooks

4 Critical ways to cut accounting expense by covering the daily task of data entry

Inside: Three easy options for QB help

- Attend a half day class for \$97
- We come to you. 2 hour on-site special only \$98
- **STOP** doing bookkeeping at all – outsource the entire job

Plus this FREE Bonus after attending the class

- 30 Minute Consultation – to solve your toughest QB problem.

A BIGGER BONUS WHEN ATTENDING THE CLASS

- Class size is limited to ensure individualized attention - we will even call you before the class to address your biggest challenges. Our QuickBooks® certified trainer will not leave until every question is answered!

1st Option: Attend the \$97 class – QuickBooks Made Easy

Here is what you'll learn in 4 fun and easy hrs

- 3 common accounting mistakes almost every business makes that cause you cash flow problems, how to find and fix them
- 4 mistakes in setting up client accounts and how to prevent them
- 5 vital decisions you must make for a chart of accounts to give you meaningful financial statements – what to do to fix the mistakes you already made.
- 5 ways QB helps a improve collections and why you should use 4
- What reports make sense for building a profitable business
- How to access your office QB from home or a job site
- Importing client lists from other software
- How to prepare invoices, refunds, credits, and client statements
- 6 steps for processing checks and credit card payments
- Reconciling bank accounts
- 4 things you must know if the bank balances do not match
- Watch the process of your firm's finances as they are tracked in QuickBooks® software
- How to manage your practice using business centers
- The easy 3 steps for handling NSF checks
- 5 things you must do when tracking bad debts or petty cash disbursements
- On-line banking – 4 reasons you need to use it now and how to set it up
- Exporting QuickBooks® into Excel and the 4 advance techniques of making it more useful
- Setting classifications to track billing and profitability
- How to handle unusual situations, like salary advances and partnership draws
- How to add your firm's logo to your invoices
- The easy way to backup and restore data files
- 3 questions that will help you reduce income taxes all year long
- The QuickBooks® financial statements - A to Z...everything you'll need to know
- Linking your QuickBooks® to your accountant using on line technology / cuts tax prep cost

Don't see what you need to learn? Call – it's probably included.

A bigger bonus No matter how tough your QuickBooks problem is, we will NOT leave until we have answered every one of your questions. – Our mission is to help you run a GREAT business. We will even call you before the class to find out what your biggest problem is. That's service.

2nd option: We come to you / 2 hour "on-site" special \$98

Great if you need help – right now!

If you're stuck on a QuickBooks question – you can skip the class and we will come to you. In 2 hours we will focus 100% of our attention to your specific problem.

Our certified QuickBooks consultants have thousands of hours experience in fixing your toughest problems fast and easy. It makes no sense to waste days and days on a problem we can probably fix in a matter of 2 hours. Call to schedule your fix.

The special \$98 offer expires August 31, 2008. Our regular on site fee is \$100 per hour. To have us come to your office please send in the reservation form and we will call you to schedule a time.

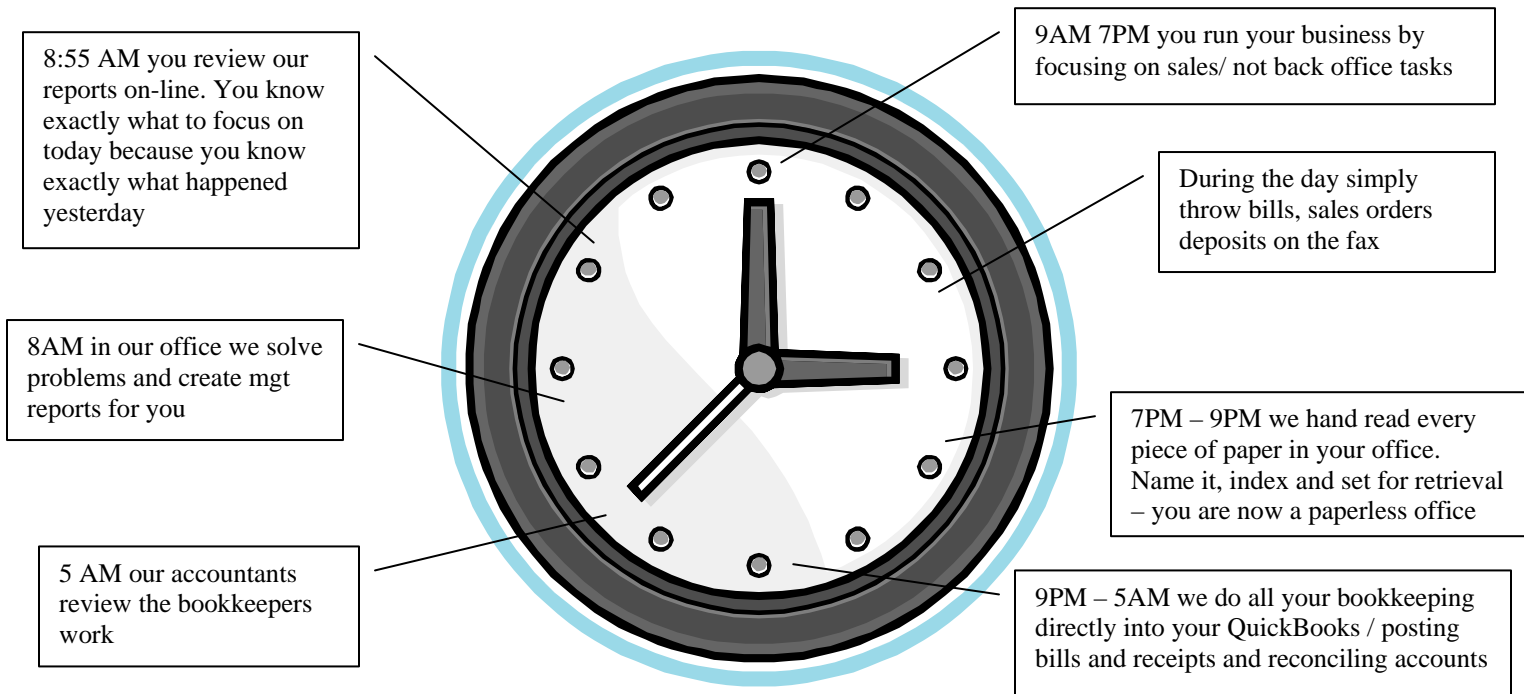
3rd

Option: STOP doing books - Outsource the entire job

- ⇒ Are good books a problem year after year?
- ⇒ Have you ever wondered if you could outsource the job?
- ⇒ Are you losing money because billing or some other problem is not 100% right?

Skip this training and simply let us do your daily books. By linking our PC & fax to your office we can easily do all of your work for less than half of what it cost you internally. This is very popular with office managers and wives who get stuck doing the books. Your data is entered into your books every evening – you know exactly what is going on in your business. In addition to daily bookkeeping entry, we provide all payroll processing and reporting, all month end reconciliations AND a monthly meeting with our management consultant.

The 24 Hour outsourced bookkeeping cycle (Good numbers, daily. Its how small businesses get big!)



No more bookkeeper problems / You spend time on sales / Good numbers = Good decisions

References: from small businesses that outsource their books

“Over four years ago I began using Bruce Knudsen and his Outsourced Bookkeeping to do my books. During that time we have gone from a struggling new business to a business that is more successful than I had ever imagined. The accounting system Bruce has set up has contributed significantly to the success of my business.”
Jewel S.

“Monthly Bruce reviews our financial numbers with us. These meetings and the guidance he provides is invaluable. Outsource bookkeeping has allowed us to focus on what we do best. We would recommend his service to anyone.” Walt and Teri J.

“By using the Online Bookkeeping System it is the first time in 30 years of business that we know exactly and accurately how our business is doing. We are now able to complete our tax planning before the year end which saves us thousands of dollars each year.” Jim B.

