



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

## **WHO SHOULD ATTEND?**

- Business owners who want to avoid mistakes and improve cash flow
- Bookkeepers who need a better understanding of QuickBooks®
- Spouses who help with the books on a part-time basis
- Partners looking for long-term answers to accounting problems

## **Plus this FREE Bonus**

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

## **A BIGGER BONUS**

- 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!

# QuickBooks® Made Easy

Learn to use 5 hidden QuickBooks Reports that will show you how to **raise your net profits** with one 5-minute task a day. **POWERFUL!**

**Class being offered on any one of the following dates:**

**Thursday, March 20, 9:00 a. m. – 1:00 p.m.**

**Thursday, March 27, 9:00 a.m. – 1:00 p.m.**

**Thursday, April 17, 9:00 a.m. – 1:00 p.m.**

**Thursday, April 24, 9:00 a.m. – 1:00 p.m.**

**(Call for additional dates or if you are interested in Enterprise)**

Class size is limited so call now to make payment and reserve your seat! Only \$97, includes workbook, 30 minute consultation and a light lunch.

**Call 406-294-7440 or fax this completed registration  
To 406-248-1210 or mail to:**



Below is the necessary payment to secure my seat for the QuickBooks® Made Easy class on

Thursday, March 20, 2008

Thursday, April 17, 2008

Thursday, March 27, 2008

Thursday, April 24, 2008

Name \_\_\_\_\_ Title/Job Description \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Make checks payable to: Online Books, Inc. or include Credit Card Info below:**

Circle one - MC VISA

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Name on Card \_\_\_\_\_ Signature \_\_\_\_\_