

simplifying **QuickBooks**



CLASSES AVAILABLE

Taught by CPAs & QuickBooks ProAdvisors

Basics **\$99**

Are you a Bookkeeper, Business Owner or Non-Profit Organization who needs to learn how to use QuickBooks Pro effectively to manage your business? This class has you covered!

- .Working with Lists & Bank Accounts
- .Receiving Payments & Making Deposits
- .Entering & Paying Bills
- .Analyzing Financial Data
- .Payroll

Time: 9 to 5
Lunch Included

Intermediate **\$99**

Currently using QuickBooks and ready to take it to the next level? TCG's QuickBooks Intermediate classes will do just that!

- .Advanced Reporting Techniques
- .Creating Budgets
- .Job Costing
- .Handling Complex Transactions
- .Answers to Your Questions
- .Tips & Tricks

Time: 9 to 3
Lunch Included

*Maximum of 10 students per class.

We provide on-going QuickBooks support and services! Ask us about Diagnostic, On-site training, and Technical Support services.



CONTACT ANGELA BROCK
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THE CLEVELAND GROUP

CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS, LLC

QUICKBOOKS REGISTRATION

THERE IS A LIMIT OF 10 PEOPLE PER CLASS. REGISTRATION WILL BE ON A FIRST COME, FIRST SERVE BASIS.
PLEASE INDICATE WHICH CLASS AND CLASS DATE PREFERRED.

BASICS
INTERMEDIATE

NAME _____

CLASS DATE PREFERRED _____

COMPANY NAME _____

COMPANY OR PERSONAL ADDRESS _____

ZIP CODE _____

PHONE _____

CELL PHONE _____

EMAIL _____

WHAT DO YOU EXPECT TO LEARN FROM THIS CLASS?

HOW CAN TCG HELP YOU WITH YOUR QUICKBOOKS?

HOW DID YOU HEAR ABOUT US?

REFERRED BY: _____

NEWSPAPER BNI TCG CLIENT EMAIL NEWSLETTER WEBSITE OTHER

PAYMENT & REGISTRATION FORM MUST BE RECEIVED IN ORDER TO HOLD YOUR SPOT.

METHOD OF PAYMENT

CHECK (PAYABLE TO THE CLEVELAND GROUP)

VISA CREDIT CARD # _____

MASTERCARD

AMERICAN EXPRESS _____ EXPIRATION DATE _____ CODE _____

SIGNATURE _____ DATE _____

(706) 288-2800 FAX: (706) 288-2820