

Introduction to Quickbooks for Small Businesses



A Business Training Seminar brought to you by



WHEN: Mondays, March 12, 19, 26, 2012 • 6:00 to 9:00 p.m.

WHERE: Cornerstone Alliance, 38 W. Wall St., Benton Harbor, MI 49022

WHAT: Tips and tricks for working faster and more efficiently in QuickBooks. Learn how to prepare and interpret important financial reports, create your company's books from scratch, set up accounts, enter and process checks, bills and payments, and much more...

Class includes a learning manual and one-half hour of telephone support following the class with Petersen Computer Consulting, LLC.

BY: The class will be led by Peni Petersen of Petersen Computer Consulting, LLC. Ms. Petersen is a trained QuickBooks Certified ProAdvisor.

FEE: \$145.00. Reservations required. Class size is limited to 9 students with two instructors per class so students get the attention they need!
Deadline to register is Wednesday, March 7, 2012.

RSVP: Call Small Business Services at Cornerstone Alliance at 269-925-6100 or toll-free at 1-866-477-9WBC, or e-mail rprice@stonealliance.org.
Seating is limited, therefore a RSVP is confirmed with submission of payment.

Please note: Cornerstone Alliance Small Business Service also offers Advanced QuickBook. The class will cover the more advanced features of QuickBooks such as payroll, customizing invoices and other forms, job costing features of QuickBooks, inventory, and sales tax. Participants must take the Introduction to QuickBooks class (or have used QuickBooks for at least three months) before taking the Advanced QuickBooks class.

Intro to Quick Books—Reservation Form

Please FAX to 269-925-4471, or mail to Small Business Services at Cornerstone Alliance, P.O. Box 428, Benton Harbor, MI 49023-0428 or email to rprice@stonealliance.org. Make checks payable to Cornerstone Alliance.

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

Credit Card Type: _____ Number: _____ Expiration Date: _____