



INTRO TO QUICKBOOKS®

Need help with QuickBooks®?

Join us for this hands-on, computer lab workshop presented by SBDC consultant and QuickBooks® trainer, Donna Simpson.

Learn to use the features that QuickBooks® accounting software has to offer. Take a look into payroll, reporting, and how features work together to get you the business, cash flow, and accounting information you need to run your business properly.

Participants must have at least basic computer skills.

FRIDAY, JANUARY 20, 2012

1 TO 4 P.M.

LACKAWANNA COLLEGE, SCRANTON

Cost: \$79 per person,

includes manual for participants to take home

Pre-registration and pre-payment are required!

Space is limited to 11 participants

Co-sponsored by:



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REGISTRATION INFORMATION:

Participant Name: _____ Business Name (if applicable): _____

Address _____ City _____ State _____ ZIP _____

Phone: () _____ - _____ E-mail Address _____

Additional Participant Name(s): _____

_____ 1/20 QuickBooks PARTICIPANTS x \$79 each = **TOTAL AMOUNT DUE \$** _____

PAYMENT INFORMATION:

- Check # _____ (make payable to SBDC) Money Order
 Credit Card (Please check one and fill out below): Master Card Visa

Name on Card

Credit Card #

Expiration Date

Signature (only if paying by credit card)

For those who find it necessary to cancel, refunds will be made as long as the cancellations are received within 48 hours of the respective seminar.

For more information or to register, please contact:
The University of Scranton SBDC
800 Linden Street Scranton, PA 18510
Phone: (570) 941-7588 Fax: (570) 941-4053
E-mail: sbdc@scranton.edu Web:
www.scrantonsbdc.com