



# MERLE MARGOLESE PRESENTS...

## QUICKBOOKS BASICS\*

- ENTERING NEW VENDORS
- ENTERING NEW CUSTOMERS
- CREATING PROPOSALS/ESTIMATES
- CREATING CUSTOMIZED INVOICES
- CREATING CUSTOMIZED STATEMENTS
- RECONCILING BANK ACCOUNTS
- TRACKING CREDIT CARD CHARGES
- PAYING BILLS

**PRE REGISTRATION**  
**\$55**  
 REGISTRATION AT THE DOOR  
**\$75**

YOU ARE ENCOURAGED TO BRING YOUR LAPTOP (WITH QUICK BOOKS LOADED) ALONG WITH CUSTOMER AND VENDOR INFORMATION TO ENTER DURING THE CLASS.  
 THE BEST WAY TO LEARN IS TO "DO"!

YOUR NAME: \_\_\_\_\_ YOUR PHONE #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Required

Your Address: \_\_\_\_\_

PAYMENT METHOD: \_\_\_\_\_ VISA \_\_\_\_\_ MC \_\_\_\_\_ DISCOVER \_\_\_\_\_ MONEY ORDER \_\_\_\_\_ CASH

CARD# \_\_\_\_\_ EXP: \_\_\_\_/\_\_\_\_ C/A# (3 DIGITS ON BACK OF CARD): \_\_\_\_\_

**Location: Premiere Self Storage and Business Center  
 1310 Delsea Drive, Deptford, NJ 08096  
 SATURDAY, SEPTEMBER 25th 10am to Noon**

**On site registration:**  
**Cash or Credit Cards only**  
**9:30am-9:45am**

PRE REGISTER BY MAIL NO LATER THAN SEPTEMBER 20th  
 AND RECEIVE AN EXTRA GIFT!  
 FAX (856) 939-0871 OR MAIL THIS FORM ALONG WITH YOUR PAYMENT  
 TO: MERLE MARGOLESE PRESENTS...  
 31 HOLLY AVE., RUNNEMEDE, NJ 08078  
 Questions? Email Merle: [merle@mmmpresents.com](mailto:merle@mmmpresents.com)

\*Instructor is not an accountant nor a certified Quick Books Pro Advisor. Instructor has many years of hands on experience with the program.