



Australian Bookkeepers Network



# Carolyn's Bookkeeping & Training Service

ABN 27 776 139 830

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Accredited Mobile Classroom Training

BOOKINGS & Confirmation of Courses - Close 2 weeks prior to course date.

Late bookings may be accepted.

**BOOKING FORM**

Please tick	Day / Month	Investment Per person	Packages
<input type="checkbox"/> <b>QBi 09-10 Certificate \$475-00</b>	___ / ___		Attend a One day course - \$ 475
<input type="checkbox"/> <b>QBi 09-10 Advanced Certificate \$475-00</b>	___ / ___		Attend 2 one-day courses – \$ 900– if paid at same time
<input type="checkbox"/> <b>QBi 09-10 Paying Your Employees Certificate \$475-00</b>	___ / ___		Attend 3 one-day courses - \$1315 – if paid at same time
<input type="checkbox"/> <b>QBi 09-10 BAS &amp; Company Reporting Certificate \$475-00</b>	___ / ___		Attend 4 one-day courses - \$1715 – if paid at same time
<input type="checkbox"/> <b>QBi 09-10 Bookkeepers Certificate [2 day] \$675-00 **(Mt Isa &amp; Longreach \$795)</b>	___ / ___		<b>DISCOUNTS for RECKON Courses ONLY</b>
<input type="checkbox"/> <b>Retail Point of Sale \$475</b>			
<input type="checkbox"/> <b>Missing Links \$475</b>	___ / ___		
	<b>TOTAL</b>	<b>\$</b>	

**YOUR DETAILS**

Attendee 1 Name \_\_\_\_\_

Attendee 2 Name \_\_\_\_\_ QB Program Version \_\_\_\_\_

Company \_\_\_\_\_ QB Customer No \_\_\_\_\_

Advantage Membership or Professional Partner No \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State: \_\_\_\_\_ P/C: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Total Investment \$ \_\_\_\_\_ (Confirmation will only be issued upon receipt of payment)

I wish to make payment by the following: (please circle)

Cheque (payable to Carolyn's Bookkeeping Service) / Direct Credit {BSB 704049 A/c 100029765} / Credit Card [surcharge of 1.5% applies for Visa/Mastercard & AMEX]

CARD TYPE [please circle] VISA / MASTERCARD / AMEX

NAME on CARD \_\_\_\_\_ Signature \_\_\_\_\_

CARD Number \_\_\_\_\_ Exp Date [mm/yy] \_\_\_\_ / \_\_\_\_

CVC Number [last 3 or 4 digits of number on back of card/front of AMEX] \_\_\_\_\_

Payment must be received in advance to hold your position. Cancellations made within 2 working days incur loss of fees paid, 5 working days of course incur cancellation fee of 80% of fees paid –[30% of this can be applied as credit towards future course], within 7 working days a cancellation fee of \$55 only.

Basic computer literacy and some knowledge of Windows operating systems is necessary for the completion of training. All information supplied during the courses are examples of QuickBooks functionality and are not financial or taxation advice.

My Policy is NOT to Cancel courses, but I do reserve the right to cancel a block of courses where overall, insufficient numbers are booked for the courses, if this happens you will receive a full refund or you can transfer to another date if it suites you .