

Course Program

Semester 1 (February – May 2009)

<p>Introduction to Attaché 7 9.00am – 12.00pm \$110 Code UA171</p> <p>Monday 2 February Thursday 26 February Tuesday 10 March Wednesday 25 March Thursday 16 April Tuesday 28 April Thursday 14 May Monday 25 May</p>	<p>Products — Suppliers and Customers 9am – 1pm \$330 Code UPROD</p> <p>Wednesday 18 February Tuesday 17 March Monday 20 April Tuesday 12 May</p>
<p>Managing Debtors — Services (Non-Stock Sales) 9am – 1pm; \$330; Code UDR</p> <p>Debtors Level 1 9am – 11am; \$220 Code UDRL1</p> <p>Debtors Level 2 9am – 11am; \$220 Code UDRL2</p> <p>Wednesday 11 February Tuesday 24 March Tuesday 19 May Wednesday 25 February Thursday 23 April Tuesday 3 March Thursday 30 April</p>	<p>Managing Creditors (Non-Stock Purchases) 9am – 1pm; \$330; Code UCR</p> <p>Creditors Level 1 9am – 11am; \$220 Code UCRL1</p> <p>Creditors Level 2 9am – 11am; \$220 Code UCRL2</p> <p>Tuesday 10 February Thursday 26 March Wednesday 6 May Tuesday 24 February Wednesday 22 April Monday 2 March Wednesday 29 April</p>
<p>Payroll Processing 9am – 1pm \$330 Code UPAYPRO</p> <p>Payroll Setups 9am – 1pm \$330 Code UPAYSET</p> <p>Wednesday 4 February Monday 23 February Thursday 12 March Monday 23 March Tuesday 7 April Tuesday 5 May Tuesday 26 May Tuesday 3 February Thursday 19 February Monday 9 March Wednesday 18 March Wednesday 1 April Monday 4 May Wednesday 20 May</p>	<p>General Ledger and Bank Reconciliation 9am – 12.30pm \$330 Code UGL</p> <p>Fixed Assets 9am – 11am \$220 Code UFA</p> <p>Tuesday 17 February Wednesday 11 March Thursday 2 April Thursday 7 May Monday 9 February Thursday 5 March Wednesday 8 April Monday 11 May</p>
<p>Form and Screen Design 9am – 12.30pm; \$330 Code UFS</p> <p>Thursday 12 February Wednesday 4 March Wednesday 15 April Monday 18 May</p>	<p>ODBC & Microsoft Office 9am – 3.30pm \$550 (includes light lunch) Code UODBC</p> <p>Thursday 5 February Monday 16 March Tuesday 21 April Wednesday 13 May</p>
<p>GST / BAS Reporting 9am – 11am; \$220 Code UGST</p> <p>Monday 16 February Thursday 19 March Monday 27 April Thursday 21 May</p>	

For more information about each course, please refer to the North Sydney Training Centre "Course Descriptions".

Registration

PLEASE USE BLOCK LETTERS

Code	Course date	First name	Last name	Price
				\$
				\$
				\$
				\$
				\$
TOTAL				\$

Company	VIP
Contact person	Phone
Email (for invoice/confirmation)	Fax

<input type="checkbox"/> Please charge my AFTP/CBP signature									
<i>Other ways to pay:</i> <input type="checkbox"/> Cheque enclosed for the amount of \$..... payable to Attaché Software Pty. Limited <input type="checkbox"/> Direct deposit/EFT ANZ to North Sydney – Miller Street 012 361 2286 55513 (Enclose receipt or remittance advice)	<input type="checkbox"/> Credit card (incurs a 2% surcharge) for \$plus 2% surcharge \$..... = Total \$ Cardholder <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table> Expiry <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> signature								

Fax to (02) 9925 0481 or phone (02) 9929 8700

Information and Conditions

Registrations

To register simply complete this registration form (including payment details) and fax or mail it to us, keeping a copy for your own records. Upon receipt of registration we will send you a tax invoice acknowledging payment together with full course and venue details.

Minimum 5 (maximum 10) participants per course.

Attaché Software may cancel a course with 7 days' notice due to insufficient numbers.

Cancellations and changes

Registrations can be changed to a later date (subject to availability) with two weeks' notice. Substitute attendees are welcome.

Cancellations in writing prior to the course date:

- two weeks or more: 100% refund
- one week: 50% refund

No refund if less than 7 days' notice. .

Location and facilities

All courses are held at Attaché Software's Training Centre at **18 Berry Street, North Sydney.**

The Training Centre is fully equipped with Windows XP workstations (one per participant) on a Windows 2000 network.

Contact AttachéSoftware

18 Berry Street, North Sydney 2060

Tel (02) 9929 8700

Fax (02) 9925 0481

Email info@attachesoftware.com

www.attachesoftware.com