

## QuickBooks Training Presented by Hooper Bookkeeping ONLINE REGISTRATION FORM

Today's Date:			
<b>STUDENT INFORMATION</b>			
Student's last name:	First:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss <input type="checkbox"/> Ms.
Street address:		Phone no.: (    )	
City:	State:	ZIP Code	
Occupation:	Do you own your own business?	Will you be using QuickBooks for your personal accounting?	
How did you hear about us? (Please check one box):		<input type="checkbox"/> Family	<input type="checkbox"/> Friend
		<input type="checkbox"/> Accountant	<input type="checkbox"/> Flyer
Do you currently use accounting software on your computer?		<input type="checkbox"/> QuickBooks	<input type="checkbox"/> Quicken
		<input type="checkbox"/> Other Software	<input type="checkbox"/> None
If you use QuickBooks, what year do you use?		<input type="checkbox"/> QuickBooks 2009 <input type="checkbox"/> 2006-2008 <input type="checkbox"/> 2005 or older <input type="checkbox"/> QB for Mac 2009 <input type="checkbox"/> QB for Mac 2007 or older	
What is your #1 reason for taking this class?			
Is there anything else you would like to learn from this class?			

### PAYMENT & CLASS INFORMATION

<b>Class Registration:</b>			
Date of Class	Name of Class	Price	Amount Due
			\$
			\$
			\$ _____
		Total Due:	\$
<b>Payment Method:</b>			
I've enclosed a check payable to Hooper Bookkeeping for \$10 for the first class. The balance will be due on the day of the class.			
I have called in my credit card payment of \$10 for the first class. The balance will be due on the day of the class.			
Please charge my credit card \$10 for the first class. I will pay the balance on the day of the class.			
Type of Card:	Credit Card Number:	Expiration Date:	Security Code :
<b>Please complete and mail this form to:</b>	Hooper Bookkeeping 1801 Century Park East, #2500 Century City, CA 90067	<b>Or fax it to:</b>	Hooper Bookkeeping (310) 277-1278

**Questions? Call us at (310) 313-2879**

*We are happy that you are taking a step towards better finances by learning QuickBooks with us. We welcome your e-mails with questions to help us prepare the class to your needs.*

*Sincerely,  
April Hooper & Nathaniel Grant  
Hooper Bookkeeping & QuickBooks Training*

Thank you for your interest in the QuickBooks Training presented by Hooper Bookkeeping. Please fill out the enclosed registration form and mail it or fax it along with the payment for the first class.

Our October and November schedule for our live classes are as follows:

Saturday, October 10	Getting Started with QuickBooks 1	9 am to 11 am	\$10
Saturday, October 10	Getting Started with QuickBooks 2	11 am to 1 pm	\$75
Saturday, October 10	Getting Started with QuickBooks 3	2 pm to 4 pm	\$75
Saturday, November 14	Getting Started with QuickBooks 1	9 am to 11 am	\$10
Saturday, November 14	Getting Started with QuickBooks 2	11 am to 1 pm	\$75
Saturday, November 14	Getting Started with QuickBooks 3	2 pm to 4 pm	\$75

Don't live in the area? Want to take the class in your pj's? We have the same set of classes as a live webinar on the following dates:

Monday, October 5	Getting Started with QuickBooks 1	6:30 to 8:45 pm	\$10
Monday, October 12	Getting Started with QuickBooks 2	6:30 to 8:45 pm	\$75
Monday, October 19	Getting Started with QuickBooks 3	6:30 to 8:45 pm	\$75
Monday, November 2	Getting Started with QuickBooks 1	6:30 to 8:45 pm	\$10
Monday, November 9	Getting Started with QuickBooks 2	6:30 to 8:45 pm	\$75
Monday, November 16	Getting Started with QuickBooks 3	6:30 to 8:45 pm	\$75

But wait, there's more!

**Discounts:** Sign up for Getting Started with QuickBooks 2 and 3 by the end of the first class and receive a \$35 discount. That's a total of \$125 for all three classes! Show us your unemployment check stub and get the classes for half price = \$80 total for all three

We also have a monthly discussion group that meets at our office on the first Saturday of every month at 10:00 am. It's FREE to (paid) students and \$15 to all others. You can read more about it on Meetup.com at <http://www.meetup.com/The-Century-City-Quickbooks-Meetup-Group/>

**AND, we give FREE support for three months after the class is over. That means that for any student who takes all three classes, we will give free phone and email support for three months after taking the class. Phone calls are for 5 minutes or less, any question that takes more than 5 minutes to explain can be asked and answered by email within 48 hours.**

#### **Directions to the Hooper Bookkeeping office in Century City**

We are located at 1801 Century Park East on the 25<sup>th</sup> Floor at the southwest corner of Santa Monica Blvd and Century Park East. (1<sup>st</sup> Regional Bank and Preferred Bank Building) Century City is about three miles east of the Santa Monica Blvd exit from the 405 freeway and about 3 miles north east of the Overland exit from the 10 freeway.

**Parking:** There are a few places to park depending on how much you want to pay and how far you want to walk.

1. To park in the building, enter the parking lot from Century Park East and park in the valet parking. Parking is \$36.
2. **(Suggested for Saturday classes)** There is an alley just south of our building that can be entered from Century Park East. Turn into the alley, follow it to the left between two parking structures. At the other end of the alley where it exits onto Constellation there is an outdoor strip of blacktop with orange cones and a sign that says "Parking \$10". If the cones are in your way, it is okay to move one. On Saturdays, there is usually nobody there and parking is free. On Mondays, somebody is there until 7:00 pm and parking is \$10.00.
3. **(Alternative parking)** The Westfield Mall is a block away to the west between Avenue of the Stars and Century Park West on Santa Monica Blvd. Parking is free for the first 3 hours, but gets pricey after that. After 3 hours it's \$7, after 3 hours and 30 minutes it's an additional \$2 per 15 minutes.

Here are a few suggestions on how to prepare for the class:

1. If you don't have a copy of QuickBooks, we have found Amazon.com to have the best prices. For those of you on Twitter, you can follow [Twitter.com/IntuitDeals](https://twitter.com/IntuitDeals) for daily sales. QuickBooks Pro is adequate for most businesses. If you have any questions, please feel free to call us.
2. We highly suggest doing some tutorials on your own before coming to class. Don't worry about doing the whole tutorial. It will give us a starting place and will help you formulate your questions.
3. You don't need to bring a computer to attend the class. We will have a projector for everyone to see the examples and notebooks with copies of the examples in them. If you have a laptop with QuickBooks on it, you are welcome to bring it.
4. If you are currently using QuickBooks and have questions specific to your situation, please print up a Balance Sheet and a Profit & Loss or a back up from your own file to bring to class.

Please feel free to call or e-mail with any questions you may have. We look forward to seeing you!

April Hooper and Nathaniel Grant  
Hooper Bookkeeping & QuickBooks Training  
310 313 2879