



# QuickBooks Desktop Live Class in Doral, FL

During this intensive 3-day live course you will learn these basic functions:

- Create estimates and invoices
- Receive payments from customers
- Create bank deposits
- Create purchase order and basic inventory
- Create vendor bills from scratch
- How to work with the chart of accounts
- How to work with items and services
- Pay bills and write checks
- Reconcile bank accounts and credit cards statements
- Customize forms
- Analyze financial reports: balance sheet and profit and loss

**Price:** \$399 3-Day live course  
**Date:** Monday December 4<sup>th</sup> -Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> 2017  
**Time:** 6:00 p.m. - 9:00 p.m.  
**Location:** 7791 NW 46th St. # 110 Doral, Florida 33166  
**Certificate:** Certificate of Completion QuickBooks Basic & Intermediate

**Visit [quickbooks-training.net](http://quickbooks-training.net) For more information!**

## Trainers



**Hector Garcia** is an Advanced Certified QuickBooks ProAdvisor and an experienced CPA. Hector has been preparing taxes since 1998 and has seen the IRS's regulations change over the years. He is a passionate accountant and trainer.



**Alexander Hiller** is an Advanced Certified QuickBooks ProAdvisor and has over 8 years of experience working in world recognized financial organizations. Alex has an Accounting degree and currently specializes in private QuickBooks Training and Monthly Bookkeeping Services with QuickBooks.

## QuickBooks Class Registration | Credit Card Authorization

### Attendee's Information

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Credit card information

Name on the Credit Card \_\_\_\_\_

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

City, State, Zip code \_\_\_\_\_

Credit card number \_\_\_\_\_

Expiration date \_\_\_\_\_

Verification Code \_\_\_\_\_

I hereby authorize Quick Bookkeeping to charge my credit card in total amount of  \$

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please fax to: 954-320-6949 or email to [hector@gbkaccounting.com](mailto:hector@gbkaccounting.com)*

### Refund Policy

Request for course refund must be received 72 hours prior to the class to receive full refund. A\$50 processing fee will be applied to cancelations or rescheduling within 72 hours of class