



QBExpress Seminar Registration FAQ's

Is the seminar hands-on?

In order to cover as much material as we do, the class has to move along at a good pace and we do not conduct a hands-on seminar. Each student follows along in the workbook and the instructor demonstrates answers to your questions live in the software. When everyone has a computer, the class can only move as fast as the slowest typist. We keep our class size small so that we can customize the class to address each firm's particular problems. Using our format, there is plenty of time to answer every student's questions and cover all the material! A hands on practical application will occur during the 30 minute onsite consultation.

Which version of the software do you teach?

What version are you using? We always teach the most current version of the software. If you do not have the latest version, do not worry. The instructor will point out the differences between the current version and the version you are using. The older versions work in the same basic fashion so the techniques you learn will still have value.

Do you teach QuickBooks Basic, QuickBooks Pro or QuickBooks Premier?

What version are you working on? We use QuickBooks Premier in the seminar. This is the same software as QuickBooks Basic and QuickBooks Pro with a few extra features added. Your instructor will point out the differences. Ninety five percent of what you learn applies to the other programs.

Does the seminar cover the most current version of QuickBooks Basic, QuickBooks Pro, and QuickBooks Premier?

Yes!

How much does the seminar cost?

The seminar fee is \$147, and \$100 for the Advanced Seminar if bundled together

**How can I sign up for the seminar?**

I can take your order over the telephone right now. You also have the option booking on our website, but our classes are so small that they sell out quickly. I highly recommend you reserve your spot now.

How can I pay for the seminar?

We accept both checks and credit cards. I can take your credit card number over the phone, or you can book online. We cannot reserve your seat until payment is received.

Can I pay at the door?

To guarantee your registration, we must receive payment. If the seminar sells out, we cannot guarantee the seat. However, if you must pay at the door, you will be welcome if there is room. There is a \$10.00 late fee for registering at the door.

What do I need to bring to the seminar?

Not a thing, there is room to take notes in the workbook you will receive.

What do I receive when I attend the seminar?

You will receive a detailed reference guide/workbook at the seminar. The workbook includes the steps for completing everything we teach in the seminar. You also receive a 30-minute one-on-one consultation with our staff.

Do we get a lunch break? When does the seminar start and end?

Registration for the seminar begins at 8:30AM. The seminar itself begins at 9:00AM and ends at 1:00PM. There will be a morning break and an afternoon break. We will provide refreshments and a light lunch. Your instructor will stay as long as it takes to answer all of your questions.

Can I receive the workbooks before the seminar?

No. Our workbooks contain proprietary information and we distribute them only at our seminars.



What can I do to get ready for the seminar?

No formal preparation is necessary. You might find it useful to start making a list of questions to ask the instructor. Bring the list to the seminar. On the other hand, you might be having trouble with certain reports or forms. Print a few examples and the instructor will be happy to review the specific issues.

Can I purchase the workbooks you provide at the seminar without attending the seminar?

We reserve our seminar workbooks exclusively for students who attend our seminar. They are created as a supplement to the live instruction and to provide you with the full educational value we only provide them with the live instruction.

Is there time at the seminar for questions?

There is as much time for questions as you need! We do not leave until we have answered all of your questions.

Are your instructors qualified to instruct me in QuickBooks?

Yes! Our instructors are Certified QuickBooks Professional Advisors, the highest level of certification with Intuit, the maker of QuickBooks. Additionally, they use it in their accounting practices daily and are experienced in customizing it to their clients' needs.