

ARC Financial Presents:



QuickBooks Training

In this class you will learn how set up YOUR company from scratch. Computers will be available but you are encouraged to bring your own laptop.

Students will learn how to :

- Set up sales items
- Create invoices
- Write checks
- Record credit card transactions
- Pay bills
- Reconcile your bank account
- Process Sales Tax
- Run Reports

- Sat & Sun Nov. 22 & 23, 2008
- Time: 8:30 am till 12:30 pm
- Hands on class using YOUR companies information
- Limited class size
- Instructor is a QuickBooks Pro Advisor and Credentialed Educator

Location: Jackson Hewitt Office
27495 Jefferson Avenue
Temecula, CA 92590

Instructor: Sally Freyre with
ARC Financial & Tax Services
E-mail: SallyFreyre@Yahoo.com

Phone: (951)301-0200
Or (951) 834-4208

