

# QuickBooks Class & Basic Bookkeeping/Accounting Overview

Learn To Use QuickBooks More Effectively!



Manage Your Business More Efficiently!



Save Yourself Time and Money!

## ATTENTION BUSINESS OWNERS

The QuickBooks® Class & Basic Bookkeeping/Accounting Overview is a very powerful business management tool. Learning the foremost small business accounting software program helps you to organize your business finances both quick and easily, even if you do not have the time to learn new software while managing your business. Our bookkeeping and accounting insight helps you understand the best way to manage your business financially both for the long and short term.

West Suburban Companies is here to help you, the business owner. Our services and expertise can save you time and money. We are a QuickBooks® Professional Advisor with over ten years of experience training and using the accounting software. Call today to enroll and reserve your seat at our next class.

The following dates are available for you to attend our class:

❖ **Friday – Future Dates To Be Announced**

- 1000 Jorie Blvd., Suite 300, Oakbrook, IL 60523
- Free review of your prior 3 years of tax returns - 1 p.m. to 2 p.m.

❖ **Saturday – Future Dates To Be Announced**

- 1000 Jorie Blvd., Suite 300, Oakbrook, IL 60523
- Free review of your prior 3 years of tax returns - 11:45 a.m. to 12:45 p.m.

We will provide you with the confidence that your accounting is done properly from the very beginning. In addition, West Suburban Companies will present you with the tools and services necessary to set-up your company with a menu of accounting and bookkeeping services that include:

Setting Up Your Company  
Working with Accounts  
Financial Reporting  
New Tax Laws


Documentation  
Check Writing and Printing  
Entering & Paying Bills  
Tax Strategies

Invoicing & Depositing  
Analyzing Reports  
Basic Accounting  
...and So Much More!

To enroll for the class please see the next page. Be sure to ask about group discounts when calling. If you have any questions about the class, then call Stephen A. Vranek at 630.368.6390 ext. 105.

**Stephen A. Vranek**  
Accounting & Tax Strategist  
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Strategic Partner  
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Continue on reverse for details on costs and how to enroll 

## QuickBooks Class & Basic Bookkeeping/Accounting Overview

Package	Business Owners	Associates*
Basic Overview (one-time)	\$74	\$59
Basic Overview (recurring) <sup>†</sup>	\$124	\$99
Overview + Silver Package <sup>†</sup>	\$495	\$470
Overview + Gold Package <sup>†</sup>	\$795	\$770
Overview + Platinum Package <sup>†</sup>	\$1,295	\$1,270

\* Associates receive \$25 off any package when their business card is attached

<sup>†</sup> Price includes an alumni status that allows **free** admission to any future basic overview

For class enrollment, please call 630.368.6390 ext. 126 or you can or fax this page to 630.368.6391.  
To learn more about the services we provide, please visit [www.WestSuburbanCompanies.com](http://www.WestSuburbanCompanies.com).

***Register early – each class is limited to only 30 attendees!***

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

Company/Organization: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Circle one: home - work - cell

Class Date: \_\_\_\_\_ Attendees: \_\_\_\_\_

Select Package:    Basic Overview (one-time)                       Basic Overview (recurring)  
                                   Silver Package                       Gold Package                       Platinum Package

Method of Payment:    Check Enclosed                       Credit Card - Visa   MC   AMEX (circle one)

Name on Card: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_ CVV2: \_\_\_\_\_ (3-digits)

Please make checks payable to ***West Suburban Business Solutions, Inc.***  
 West Suburban Companies • 1000 Jorie Blvd., Suite 300 • Oak Brook, IL 60523