GITCL
General International
Keeping Businesses in Business

Tel. : (852) 2332-1936 Fax : (852) 2783-0231

Peachtree Training Service Request Form

*** Please complete this form and fax to (852) 2783-0231 for arrangement.**

Request Date : _____

Name of Product : **Pro / Complete / Premium / Vertical (Industry Solutions)**
Quantum 10 / 15 / 20 / 30 / 40 users

(Please circle the Peachtree product you currently using)
 # Please be noted that all training content & demonstration will be based on current release of Peachtree products.

Peachtree Serial Number : _____
(Printed inside the DVD case)

Name of Your Company : _____

Address : Ft./ Rm. _____ , Floor. _____ , _____
(Name of Building)

_____
(Name of Street) (District)

Hong Kong / Kowloon / New Territories

Telephone : _____ Fax : _____

E-mail : _____

Name of Contact Person : Mr. / Ms. _____

3-hour On-site Peachtree Accounting Training Session

To assist your decision, please contact our Peachtree certified consultant at 2408-6887 for training details.

Duration : 3 Hours (Monday to Friday during office hours)

Venue : To be conducted at client's site (HKSAR only)

No. of Attendees : Maximum of 5 attendees

Media : Training session will be conducted in Cantonese with English terminology.

Fees : **HKD 1800.00** (prices subjected to change without prior notice)
***All on-site services are required to be paid in advance.**

Training Session Syllabus :
- Introduction to Peachtree and New Company Setup Wizard
- Modify Chart of Accounts and Enter Beginning Balances
- List of Information and Find Transactions
- Maintain Global Options and New Features Introduction
- Introduction to the Setup of Basic Inventory Items
- Using Accounts Payable / Accounts Receivable
- How to Backup / Restore in Peachtree
- Company Deletion / User Security Setup / Year End Wizard