



INVEST IN LEARNING THE FINANCIAL SIDE OF YOUR BUSINESS

Accounting & Office Management is designed to educate Owners and Bookkeepers on the fundamentals of accounting and office management.

This course will review the proper methods and procedures of accounting including general ledger maintenance and financial reporting. Attendees will work through specific exercises that apply the processes and procedures needed for accurate financial reporting and will learn to properly manage an administrative department.

Increase your ability to attain double-digit net profit and lay a strong foundation for future growth by learning the financial side of your business.

"This course has really opened my eyes to things our company could improve on. I wasn't expecting to gain so much knowledge in 2 days, but I'm so happy I have. The materials are great. They will help a lot in my office. Good details."

Anderson Plumbing, Heating & Electric

"Finally feel like I can understand the balance sheet and what it is telling me. It is definitely the most I've ever gotten out of a class. To be honest, I really had no clue what the balance sheet was telling me or how missing the benchmarks in the P&L were affecting me. But I have a much clearer picture now."

Charcool Heating & Cooling

Space is limited – sign up today!

Call Angie Swartz @ 206-870-1880 ext. 1120

Class Outline

1. Class Mission
2. Administrative Management
3. Departmentalization
4. Payroll & Human Resources
5. Billing & Revenue Recognition
6. Accounts Receivable
7. Inventory / Accounts Payable
8. Finalizing Month End
9. Analyzing the Financials & Other Profit Tools
10. Implementation

When & Where:

- May 14-15, 2019 in Raleigh, NC

Who Should Attend:

- Owners
- Bookkeepers

Call
Angie Swartz at
206-870-1880
ext. 1120 to
sign up today!

Accommodations:

- Hotel recommendations will be sent in your Welcome Packet

What's Included:

- Continental Breakfast
- Lunch
- Break snacks
- Course Book & Materials



Register Online at www.bdrco.com or fill out and return this form

Company Name:			Contact:		
Card #:			Card Type:		
Name on Card:		Exp. /	CID#		
Billing Address:		Email:			
City:	State:	Zip:	Company Phone #:		
Contact Person		Email:			
<input type="checkbox"/> I hereby authorize payment to be processed using the credit card provided above and agree to the cancellation terms.					
<input type="checkbox"/> I hereby authorize payment to be processed using my payment method on file with BDR for my coaching program					
Authorized Signature:			Date:		
Important Notes	Class Fee			Payment Plan (Check Below)	
Fee does not include travel, lodging, or dinner. Fee is noted in US Dollars.	Sign up	By: 4/14/19	After /14/19	1 Payment	
	First Attendee	\$ 995.00	\$ 1,095.00	3 Payments (If registered minimum 3 months prior to class.)	
	Each Additional	\$ 900.00	\$ 1,000.00		
<i>For cancellations 30 days prior to event, there is a \$200 per person cancellation and/or transfer fee to move to another session. Note: New sessions may take place in a different location from the session you originally registered for. Cancellations received within 10 days of the class are non-refundable.</i>					
Attendee Name	Job Title	Email Address		Fee	
1					
2					
3					
4					
Referred by:				Total:	