

Clarke Training Courses

Sydney Training Schedule: February 2009 to March 2009

The importance of ongoing product training cannot be underestimated. It is the knowledge and the processes that make technology truly valuable to your organisation.

At Rockend we understand the importance of training and thoroughly encourage you to come along to those courses you believe will provide you with the knowledge and skills to assist you:

- ✓ Manage your daily tasks more efficiently
- ✓ Provide a superior service to your clients
- ✓ Create cost savings to your business
- ✓ Get more done in less time

To register for one of our courses, simply select your chosen course and course date from the schedule below and complete the attached registration form. Please fax your completed form to **(02) 9966 0911** (Sydney Office).

Sydney: Level 8, 1 Chandos Street, St Leonards

FEBRUARY 2009

<input type="checkbox"/>	Clarke Rent Trust Training (4 Day course)	9.00am – 5.00pm	Mon 9 to Thu 12	\$1,320 pp
Day 1	Essentials	9.00am – 5.00pm	Mon 9	
Day 2	Introductory Accounting	9.00am – 5.00pm	Tue 10	
Day 3	Introductory Property Managers	9.00am – 5.00pm	Wed 11	
Day 4	Miscellaneous Trust Accounting	9.00am – 5.00pm	Thu 12	

MARCH 2009

<input type="checkbox"/>	Clarke Rent Trust Training (4 Day course)	9.00am – 5.00pm	Mon 9 to Thu 12	\$1,320 pp
Day 1	Essentials	9.00am – 5.00pm	Mon 9	
Day 2	Introductory Accounting	9.00am – 5.00pm	Tue 10	
Day 3	Introductory Property Managers	9.00am – 5.00pm	Wed 11	
Day 4	Miscellaneous Trust Accounting	9.00am – 5.00pm	Thu 12	

Please note that one day courses are also available, at a cost of \$330.00 per person, per day. For further information on these courses please email **Graham Welsh** at Graham.Welsh@rockend.com.au or call him direct on **(02) 9330 4980**.

Registration: Sign-in commences from 8.40am for classes that start at 9am

CLARKE REGISTRATION FORM (SYDNEY)

Attendee Names

Please complete the form below by indicating the names of all attendees, their email, mobile, preferred course venue, course name and course date.

Company: _____ Phone: _____ Fax: _____

Attendee's Name: _____	Course Venue	_____
Attendee's Mobile: _____	Course Name	_____
Attendee's Email: _____	Course Date/Time	_____
Attendee's Name: _____	Course Venue	_____
Attendee's Mobile: _____	Course Name	_____
Attendee's Email: _____	Course Date/Time	_____
Attendee's Name: _____	Course Venue	_____
Attendee's Mobile: _____	Course Name	_____
Attendee's Email: _____	Course Date/Time	_____
Attendee's Name: _____	Course Venue	_____
Attendee's Mobile: _____	Course Name	_____
Attendee's Email: _____	Course Date/Time	_____

Terms and Conditions:

1. Payment is required with booking. Confirmation of bookings cannot be made until full payment has been received

Payment Details

Based on the number of people attending and the specific courses, please complete your payment details prior to faxing back to Rockend. Your payment will not be processed until your course allocation has been completed.

<input type="checkbox"/>	Please direct debit our bank account (using current authority)*	*Subscription clients only
<input type="checkbox"/>	Direct deposit to Rockend bank account. (Please fax copy of deposit slip to Rockend at 02 9966 0911)	
	Bank: Macquarie Bank	B.S.B: 182-222
	Acct: Rockend Technology Pty Ltd	Acct No: 300607264
<input type="checkbox"/>	Please charge to:	<input type="checkbox"/> AMEX * <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>
Number:	_____	Exp: _____
Name on card:	_____	
Signature:	_____	Amount: \$ _____ (incl GST)

*3.3% surcharge applies to all American Express transactions.

Name of referral: _____

Please complete and Fax back to (02) 9966 0911. Upon receipt of fax and payment our Training Coordinators will contact you to confirm the course date and time and provide you with instructions on getting to the training centre.

Refund Policy:

Rockend requires 2 business days notice for cancellation of bookings for all classroom training classes. Should this notice not be received, deposit paid will be forfeited.