



# Advanced QuoteWerks Training

## Location

Courses can take place in a **location of your choice** and are conducted by a **qualified QuoteWerks trainer**.

## Format

Advanced training courses are delivered in **2 x 3-3.5 hour** sessions (one morning, one afternoon) using a **“learning by doing” approach**.

The trainer starts with a **demonstration** of the software features that are going to be learnt so that trainees gain an understanding of the end result they are aiming for and the steps necessary to get there. After the demonstration, the training is **“hands-on”** to provide trainees with progressive practice in using functions of the software.

## Content

- How to **setup the system**, i.e. Contact Manager integration, setting up users, access rights, etc.
- How to set up a **central vendor database**.
- How to set up the **central product database**.
- How to set up an appropriate **pricing structure(s)**.
- How to **modify labels and layout templates**.
- How to **produce high-level management reports**.

**HILLTOPS it**

Hilltops House, 7 Minnie Close, Halmer End, Stoke on Trent, ST7 8BY

▲ t: +44(0) 844 357 7360 ▲ e: [enquiries@hilltopsit.co.uk](mailto:enquiries@hilltopsit.co.uk) ▲ w: [www.hilltopsit.co.uk](http://www.hilltopsit.co.uk) ▲

# Prices

## Training

- **£600 per course\*** plus expenses

## Expenses

- **Travel expenses** dependant upon location: petrol @ 40p/mile OR train and taxi fare.
- **Accommodation expenses** for multi-day or distance training.

Expenses will be agreed in advance of the course and be submitted with copies of receipts.

\*Special rates can be agreed for multi-day training.

# Booking

To book an **Advanced QuoteWerks training course**, please contact:

**Vivienne Watts** at **Hilltops IT** on +44(0) 844 357 7360 or email [support@hilltopsit.co.uk](mailto:support@hilltopsit.co.uk). to confirm dates and receive your booking reference. Please then complete, sign and return the Training Booking Form at the end of this document.

# Notes

- Before attending an advanced course, trainees should either have used QuoteWerks before or have attended the introductory training course.
- In order to reduce “background noise” and promote learning, it is strongly recommended that a separate room is used for the training course(s).
- We recommend that a **maximum of two to three people** attend each training course to maximise the benefit each individual will get from the session.
- If requested early enough in advance, the trainer may be able to bring some laptops if PCs can not be made available in the training room. Access to the internet is not necessary but access to your chosen Contact Manager will be necessary for the advanced training course.
- The duration of company-specific advanced training, to include the installation, configuration and implementation of QuoteWerks, will depend on the extent and complexity of the topics to be covered. An estimation of timescales and costs can be provided upon request once an understanding of the scope of the training is understood.

# Terms and Conditions

- The training course price and expense charges included in this document are valid until 30<sup>th</sup> June 2008 and are subject to VAT at current rates.
- **One full day is the minimum training course booking**, i.e. a minimum of 1 x Advanced courses, or 2 x Introductory courses.
- A **cancellation fee of 50% of the value of the course(s) booked** will be charged if a cancellation is made within 2 weeks of the course dates.

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# Training Booking Form

Your Company Name:	
Booking Reference:	
Your Company Address:	
Contact Name	
Contact Phone Number:	
Contact Fax Number:	
Contact Email Address:	
Training Location (if different to above)	
QuoteWerks Version:	e.g. QuoteWerks v4 build 22 Professional
QuoteWerks Reseller:	
Course Name:	
Course Date(s)	
Course Fee(s)	

Please list the attendees and tick which training course(s) they will be attending.

Trainee Name	Department	Introductory	Advanced

I hereby agree to the course Terms and Conditions:

Name	Position	Signature	Date

Return to: Vivienne Watts, Hilltops IT, Hilltops House, 7 Minnie Close, Halmer End, Stoke-on-Trent, ST7 8BY