



Introductory QuoteWerks Training

Location

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

Format

Introductory training courses typically last **up to 3-3.5 hours** with 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 select the **company and contact** the Quote is going to.
- How to select the **products** to appear on the **Quote** and **amend prices**.
- How to **print different Quote layouts**.
- How to **Email the Quote** and attach associated files or documents.
- How to **Convert the Quote** to a **Sales Order** and **Purchase Order**.
- How to **convert the Order** to an **Invoice**.

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 ▲ w: www.hilltopsit.co.uk ▲

Prices

Training

- **£275 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 **Introductory QuoteWerks training course**, please contact:

Vivienne Watts at **Hilltops IT** on +44(0) 844 357 7360 or email 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

- 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 four 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.

Terms and Conditions

- The training course price and expense charges included in this document are valid until 30th June 2008 and are subject to VAT at current rates.
- **One full day is the minimum training course booking**, i.e. a minimum of 2 x Introductory courses or 1 x Advanced course
- 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.