



Digits & Decimals INC.

203-2642 Main Street, Vancouver
BC V5T 3E6

Training Request Form

Thank you for contacting Digits & Decimals. Digits & Decimals specializes in **consulting** on all aspects of bookkeeping, **training** to facilitate efficient processing and management of data, **bookkeeping** services and **payroll** support.

We are a leader amongst bookkeeping and general accounting support firms in Vancouver and we are looking forward to getting to know you and your business. To get started, please fill out this form and return it to us so that we can direct our services to best meet your needs.

Please tell us about your business

Legal Company Name: _____

Contact Person, Position Title: _____

Street Address, City, Province, Postal Code: _____

Phone: _____ Fax: _____

E-mail for contact person: _____ Web site: _____

Please check:

Sole Proprietor

Public Corporation

Private Corporation

Non-Profit

Other: _____

Fiscal year-end month: _____

Description of your business and operating activities:

(Please give as much detail as you can)

How many employees need training? _____ Do they require training because:

The company has recently purchased new accounting software?

They are new to the company?

They are new to bookkeeping?

All information provided will be kept strictly confidential and will not be given to anyone outside of Digits & Decimals Inc. as outlined in our privacy policy.

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Which accounting software is currently in use? _____

How long have the trainees been using this software? _____

What is the trainees' current knowledge of accounting/full cycle bookkeeping?

Please check the training you think you need:

- | | |
|---|--|
| <input type="checkbox"/> System Set-up | <input type="checkbox"/> Invoicing & Account Receivable Processing |
| <input type="checkbox"/> Bank Reconciliation | <input type="checkbox"/> Special Reporting |
| <input type="checkbox"/> Payroll Processing | <input type="checkbox"/> Expense & Accounts Payable Processing |
| <input type="checkbox"/> GST Filing | <input type="checkbox"/> Multiple Currency Procedures |
| <input type="checkbox"/> PST Filing | <input type="checkbox"/> Year-end Closing Processing |
| <input type="checkbox"/> Inventory Control & Set-up | <input type="checkbox"/> Other: _____ |

When would you be ready to get started? _____

When do you want to be completed? _____

What are your expectations for the outcome of the training?

The cost of our services

It is our experience that businesses that invest in bookkeeping training actually save money on government fines and fees. At Digits & Decimals Inc., training and consulting services start at \$95/hour. Each client is different and the price will depend on your needs. We look forward to discussing a plan with you.



D i g i t s & D e c i m a l s . I n c .

Is there anything else you think we should know about your business?

Where did you hear about us?

Submitted By: _____

Title: _____

Signature: _____

Date: _____

Member of the Canadian Bookkeepers Association. Visit: www.canadianbookkeepersassociation.com