



EBEA RESERVATION FORM
EMAIL TO: lisa@initialhere.com
(or alternatively Fax to #925-676-0602)
ATTN: Lisa Lassagne

Microsoft Outlook & Microsoft Excel Get more out of your software

SPEAKER: Scott Martin with Descati, software training and design

When: Saturday, July 25, 2009

9:00AM - 12:00PM	Microsoft Outlook
12:00PM - 1:00PM	Lunch Break on your own
1:00PM - 3:00PM	Microsoft Excel

Check in 15 minutes before each class begins

Bring your own lap top if desired, but not required. Handouts and overhead projector will also be used.

Where: First American Title Company
1355 Willow Way, Concord, CA 94520

Price: \$ 25.00 Per Class / \$ 50.00 for the day

Name: _____ Company: _____

Email : _____@_____ Phone: (____)_____-_____

Address: _____

Please check the applicable box: Outlook Excel Both

Total Amount Due: \$_____ ... must be paid in advance

Please send your checks in advance made payable to EBEA
c/o Central Signing Service, P.O. Box 1214, Concord, CA 94522-1214
Attn: Lisa Lassagne Phone: 925-680-1073 ext 229

******* PLEASE EMAIL OR FAX BACK BY Friday, July 17 2009*******

Cancellations **MUST** be received 48 hours prior to the event if you wish to receive a refund, otherwise you will be charged the full price as reserved.