

You will learn how.....

- To set up a new company file
- To understand your chart of accounts
- To understand how to generate and read financial statements (Balance Sheets and Profit & Loss)
- To practice creating estimates
- To understand various methods for invoicing customers
- To understand your job cost report

**Presenter: Sheri Kendall, CPA, QuickBooks Pro Advisor**

**When: February 01 & 08, 2012 (two-part class)**

**Where: Crater Planning District Commission  
1964 Wakefield Street, Petersburg, VA 23805**

**Time: 11:00 A.M. to 2:00 P.M.**

**Cost: \$75.00 (\*)**

**How to Register: [girardijm@longwood.edu](mailto:girardijm@longwood.edu) or Call the Crater SBDC,  
804-518-2003**

**Space is limited 15 seats per class—registration is required!**

**A lunch will be provided for those who attend.**

**Laptop computers are welcomed!**

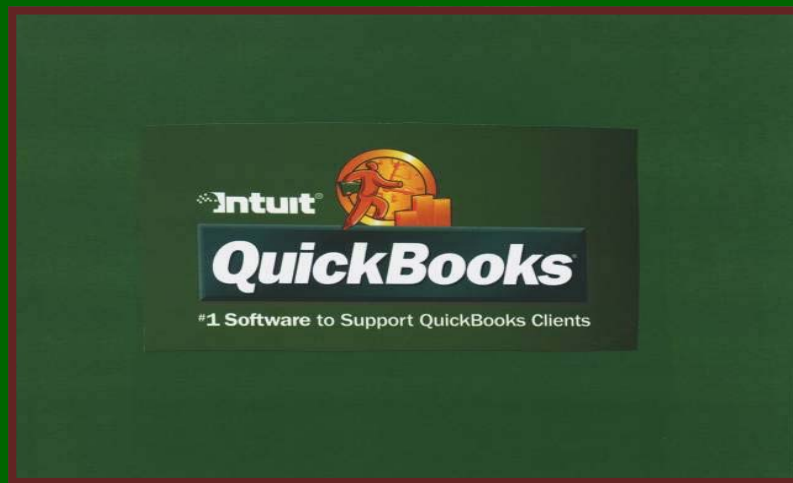
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**\*The cost is \$65.00 for businesses located in The Cameron Foundation jurisdictions: Cities of Petersburg, Colonial Heights, Hopewell, the counties of Dinwiddie, Prince George and Sussex.**

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X: Seminar: Crater Small Business Seminars 2012



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