

**Time Matters® Lunch and Learn Webinars**  
**Presented by Automated Office Solutions, Inc.**  
**Registration Form**

**REGISTRATION INSTRUCTIONS**

- Print this Registration Form.
- Read the Webinar Requirements and Registration Terms.
- Complete the Registrant Information Section on this Registration Form. **Please note that Email addressed is required. Webinar confirmation and Login information will be sent via Email to the address that is provided. Please print separate/individual Registration Forms for each individual attending a Webinar from the same company.**
- Select the Webinar session(s) you wish to attend
- Pay for the Webinar session(s). Each Webinar Session is \$45 per attendee. Payment instructions are in the Payment Methods section of this Registration Form.
- Send Registration Form to Automated Office Solutions, Inc. via fax at 954-252-3880 or email [training@automatedofficesolutions.com](mailto:training@automatedofficesolutions.com) with credit card payment OR via mail with payment by check.

**WEBINAR REQUIREMENTS:**

Computer with the following:

- Internet Explorer® 6.0 or newer, Mozilla® Firefox® 2.0 or newer (JavaScript™ and Java™ enabled)
- Windows® 2000, XP, 2003 Server or Vista
- Cable modem, DSL, or better Internet connection
- Minimum of Pentium® class 1GHz CPU with 512 MB of RAM (recommended) (2GB of RAM for Windows® Vista)

Telephone for audio portion of Webinar

**REGISTRATION TERMS**

Please submit your registration on an Automated Office Solutions, Inc. Registration Form via fax, email or mail. Payment may be made by credit card or check. If Registration is sent via fax or email, only credit card payments will be accepted and guaranteed. Registration via mail must be accompanied by a check.

Cancellation notification must be made in writing by a registrant not less than three (3) business days prior to the scheduled class. Non-attendance or cancellation not made in writing, or made less than three (3) business days before the scheduled class is subject to full forfeiture of monies paid. Fees may be reapplied to a future Webinar scheduled within 60 days. Registrant substitutions may be made at any time.

Seating is limited and seats are confirmed upon receipt of completed Registration Form AND payment in full.

**QUESTIONS:** Call Automated Office Solutions, Inc. at 954-962-6476 or Email [training@automatedofficesolutions.com](mailto:training@automatedofficesolutions.com)

**PLEASE NOTE THAT REGISTRATION AND SEAT ARE NOT GUARANTEED UNTIL BOTH PAYMENT AND COMPLETED REGISTRATION FORM ARE RECEIVED BY AOS.**

**REGISTRANT INFORMATION**

Name of Attendee: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Version of Time Matters presently using: \_\_\_\_\_

**\*Email Address required for Webinar conference login information.****WEBINAR SESSIONS**

Place an X on the line in front of the Webinar Session(s) you wish to attend:

**Webinar 1** - Printing Labels and Envelopes, Mail Merges, Formattable Clipboard

\_\_\_\_\_ Wednesday, March 4, 2009, 12:00pm - 1:00pm EST

**Webinar 2** - Organize Your Day with Calendar Views, Journals, Alerts, Reminders & Watches

\_\_\_\_\_ Thursday, March 12, 2009, 12:00pm - 1:00pm EST

**Webinar 3** - Organize your Data with Custom List Views, QuickTabs, Toolbars, Advanced Searches

\_\_\_\_\_ Tuesday, March 17, 2009, 12:00pm - 1:00pm EST

**Webinar 4** - Utilize the power features of Time Matters, Chains, Triggers, AutoTXT Codes, AutoEntry Forms and Form Styles

\_\_\_\_\_ Thursday, February 26, 2009, 12:00pm - 1:00pm EST

\_\_\_\_\_ Tuesday, March 24, 2009, 12:00pm - 1:00pm EST

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<u>Webinars</u>	<u>Price</u>	<u>Total Cost</u>
Webinar 1	\$45	\$ _____
Webinar 2	\$45	\$ _____
Webinar 3	\$45	\$ _____
Webinar 4	\$45	\$ _____
Total Cost		\$ _____

## PAYMENT METHODS

\_\_\_\_\_ **Credit Card Payment:** Complete this Registration Form and fax to 954-252-3880 or email to [training@automatedofficesolutions.com](mailto:training@automatedofficesolutions.com)  
Go to [http://www.automatedofficesolutions.com/contact\\_us.htm](http://www.automatedofficesolutions.com/contact_us.htm) and click the PayNow button to complete your Registration with credit card payment.



\_\_\_\_\_ **Check:** Complete this Registration Form and mail along with check made payable to:  
Automated Office Solutions, Inc.  
1821 N. 47<sup>th</sup> Avenue  
Hollywood, FL 33021

**QUESTIONS:** Call Automated Office Solutions, Inc. at 954-962-6476  
or Email [training@automatedofficesolutions.com](mailto:training@automatedofficesolutions.com)