

To enroll in one of our classes, please fax both pages of completed form to us at **1-800-878-6641**. Thank you!

TopLine Results Training Enrollment

Company: _____

Contact(s): _____

Email Address: _____

Address: _____

City/State/Zip: _____

Phone: _____

Class Date: _____

Location: Pewaukee Chicago-O'Hare Web

Important:

Act! training classes are applicable for current version and one prior version. For training on earlier versions, please call our office at 1-800-880-1960. To determine your version, go to the Act! *Help* menu and select About Act!

Act! End-User Training Classes	Hours	Price	No. of Students
<p align="center">Act! End-User Part 1</p> <p>This course is designed for new Act! users as well as experienced Act! users from previous versions. Join us to learn the best approach for building relationships with your customers and prospects. You will learn about:</p> <ul style="list-style-type: none"> ◆ Working with Contact Data ◆ Detail View ◆ List View ◆ Searching ◆ Notes ◆ History ◆ Task List View ◆ Sales Opportunities ◆ Pipeline & Forecasts ◆ Activities 	3 hrs	\$275/student	
<p align="center">Act! End-User Part 2</p> <p>For the expert Act! user who is ready to learn more advanced features of the database. You will learn about:</p> <ul style="list-style-type: none"> ◆ Advanced Searching ◆ Excel Integration ◆ Automated Task Scheduling ◆ Mail Merges ◆ Marketing Campaigns ◆ Letter/Email Templates ◆ Reports ◆ Groups & Companies 	3 hrs	\$275/student	
Discount — We offer a \$50 discount for enrolling in full day (Part 1 & Part 2).	n/a	(\$50)	
<p>Training classes include:</p> <ul style="list-style-type: none"> ◆ Hands-on training in a classroom setting lead by one of our Act! trainers. We provide the PC and training manual! ◆ Training via web is available for the remote user wanting to attend the class from his or her desk. TopLine Results provides the web conferencing. Speaker phone, long-distance phone call and high-speed internet access are required. ◆ Post-training support includes two incidents not to exceed a total of 30 minutes support on all topics covered in training. Valid for one week after your training date. 			

***Please note:** Dates are subject to change based on enrollment minimum.
You will be notified in case of class postponement and change of date or location.*

TopLine Results Corporation

