



**EBEA RESERVATION FORM**  
**EMAIL TO: [lisa@initialhere.com](mailto: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.