



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

## Microsoft Publisher & Microsoft PowerPoint Get more out of your software

**SPEAKER: Scott Martin with Descati, software training and design**

**When: Saturday, August 15, 2009**

9:00AM - 11:00PM      Microsoft Publisher (2CEU's)

11:00PM - 12:00PM      Lunch Break on your own

12:00PM - 2:00PM      Microsoft PowerPoint (2CEU's)

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. (outlets are limited)

**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, August 7<sup>th</sup>, 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.