



HARRIS COMPUTER'S TRIO TRAINING CLASSES

March

3/11 **Real Estate Collections** – Liens (WebEx Class)

April

4/8 **Payroll** – Payroll Reporting CANCELLED

4/13-14 Southern Maine 2 Day Training Seminar CANCELLED Portland

4/28-29 Northern Maine 2 Day Training Seminar Caribou

May

5/4 **Budgetary/Real Estate Collections** – Reconciliation Reporting (WebEx Class)

5/20 **Tax Billing/Collections /Cash Receipts** – Complete Overview

June

6/10 **Budgetary** - Fiscal EOY Class

6/15 **Budgetary** - Fiscal EOY Class (WebEx Class)

All Classes start at 9:30 am

Please see Registration Form for additional information.



REGIONAL TRAINING SEMINAR INFORMATION

Southern Maine Training Seminar CANCELLED – Tuesday & Wednesday, April 13th – 14th.

2-day training seminar to be held at the Howard Johnson Plaza in Portland:

First Day Topics: Budgetary and Payroll.

Second Day Topics: Billing, Tax Collections, Cash Receipting, Lien Process, Clerk

Each day we will offer morning refreshments. Lunch will be on your own and there is a restaurant on site.

Northern Maine Training Seminar – Wednesday & Thursday, April 28th and 29th

2-day training seminar to be held at the Caribou Conference Center in Caribou:

First Day Topics: Budgetary and Payroll.

Second Day Topics: Billing, Tax Collections, Cash Receipting, Lien Process, Clerk

Each day we will offer morning refreshments. Lunch will be on your own and there is a restaurant on site.

Registration Form

General class information:

- Classroom classes are \$85 per person, 9:30am to 3pm. Sessions may end earlier than scheduled depending on class participation.
- Morning refreshments will be served for all classes and lunch will be on your own.
- If less than six customers are registered for a classroom class, the class will be cancelled.
- WebEx classes cost \$45 and are remote classes. A high-speed Internet connection, e-mail address and telephone line are required to access these classes. These classes last 1.5 to 2 hours depending on participation. If less than four customers register for a WebEx class, the class will be cancelled.
- Seminars are \$125 per slot per day or \$150 for both days. The Northern Maine Meeting has a minimum enrollment of 15 people per day. The Southern Maine Meeting has a minimum of 20.
- Any training days with enrollment under the minimum will be cancelled.
- Payment may be sent with this form or sent later when the bill is received.

If directions are needed to our office, please call and we can fax them to you.

To register: Complete and mail, e-mail, or fax the attached registration form to:

Harris Computer Systems
56 Banair Road
Bangor, ME 04401

E-Mail: trio@harriscomputer.com
Phone: 1.888.942.6222
Fax: 942.0879

Feel free to make copies for additional sign-ups

Please register the following person (s) from: _____
(TOWN)

Name and Email (if Webex)	Training session (include date)

**In order to obtain a refund, notification must be received at least 48 hours before the session.
All cancellations are subject to a \$15.00 administrative fee for processing.**