

**PTAA - PROFESSIONAL TAX AGENTS AND ACCOUNTANTS**

**TEL:** 07-5596-7709 OR 07-5596-7708 Gold Coast  
07-3272-4177 OR 07-3272-8865 Brisbane (Eunica)

**FAX:** 07-5596-2677 OR 07-5527-4089 Gold Coast  
07-3711-7557 OR 07-3272-4277 Brisbane (Eunica)

**E-MAIL:** [info@ptaassociates.com.au](mailto:info@ptaassociates.com.au)  
[eunica@ptaassociates.com.au](mailto:eunica@ptaassociates.com.au)

**MYOB TRAINING**

Course	Hours	Fee	Manual	Total Location	From	To
1 Getting Started MYOB Accounting Software	7.0	330	68	398 Gold Coast / Brisbane	9:00	5:00
2 Working with MYOB Accounting Software	7.0	330	68	398 Gold Coast / Brisbane	9:00	5:00
3 Managing the GST using MYOB Accounting software	3.5	165	34	199 Gold Coast / Brisbane	9:00	12:30
4 Building reports using MYOB Accounting Software and Microsoft Excel	3.5	165	34	199 Gold Coast / Brisbane	1:30	5:00
5 Advance features in MYOB Accounting Software	3.5	165	34	199 Gold Coast / Brisbane	9:00	12:30
6 Managing your payroll using MYOB Accounting Software	3.5	165	34	199 Gold Coast / Brisbane	1:30	5:00
7 Business reporting and recording using MYOB Accounting software	7.0	330	68	398 Gold Coast / Brisbane	9:00	5:00

Please complete the names of the attendees for each seminar below:	Hours	Name of Attendee (s)	Amount	Name of Attendee (s)	Amount	Total
1 Getting Started MYOB Accounting Software	7.0	_____	_____	_____	_____	_____
2 Working with MYOB Accounting Software	7.0	_____	_____	_____	_____	_____
3 Managing the GST using MYOB Accounting software	3.5	_____	_____	_____	_____	_____
4 Building reports using MYOB Accounting Software and Microsoft Excel	3.5	_____	_____	_____	_____	_____
5 Advance features in MYOB Accounting Software	3.5	_____	_____	_____	_____	_____
6 Managing your payroll using MYOB Accounting Software	3.5	_____	_____	_____	_____	_____
7 Business reporting and recording using MYOB Accounting software	7.0	_____	_____	_____	_____	_____
<b>Total Amount</b>			_____		_____	_____

**Registration**

**Company:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Payment made to PTAA - Professional Tax Agents and Accountants**

**1 Cheque No:** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_

**2 Visa / Mastercard / Bankcard / Amex / Bartercard**

**Cardholders Name** \_\_\_\_\_ **Expiry date** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_  
**Card Number** \_\_\_\_\_ **Signature** \_\_\_\_\_

**3 Direct credit to bank**

**Bank / Branch:** ANZ **Date Deposited** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_  
**BSB:** 014-536 **Date Transferred** \_\_\_\_\_  
**Account:** 1081-95057 **Transfer Reference** \_\_\_\_\_