

I want to thank everyone for a great course. It has enabled me to find a situation in just one month...
T.C. //



Special Enrollment BONUS!

PLUS NEW GRADUATION GIFT

See enclosed Course Outline and Bonus Certificate for all the details on both Special Offers!

School of Accounting Services

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Now you can get the absolute best Professional Accounting Services training at home! Plus, if you enroll now...

- Get 0% financing on our low, low monthly payment tuition plan!
- Start a brand new career in as little as four short months!
- Get unlimited graduate career support!

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Dear Soon-to-Be Accounting Services Specialist:

We want you to know that you can start making money as a Professional Accounting Services Specialist in as little as four months with our special step-by-step, train-at-home program.

We especially want you to know that we truly believe this course is the very best way for you to learn the up-to-date skills you need to enter one of the most important and necessary careers in the world of business.

Make great money—\$10.00, \$15.00, \$20.00 an hour or more with experience—as a Professional Accounting Services Specialist! Plus according to the U.S. Department of Labor, there will be “many opportunities” in Bookkeeping and Accounting now and for the foreseeable future!

Security? YES! Opportunity? YES! In cities and towns from coast to coast, there are over 2,000,000 men and women performing bookkeeping and accounting services. And one out of four of these individuals works part-time—this career offers flexibility, too!

So it's clear that whatever your goals may be, there is plenty of opportunity in this profession...it's one of the most universal careers in existence. Just think, nearly every business—no matter how big or small—needs trained Bookkeeping and Accounting Specialists.

Take a look at the want ads in your local newspaper. Then look at the money you can make working in exciting industries such as entertainment, travel, high-tech, manufacturing, fashion, politics, government, insurance, medicine...the list goes on and on! What other career offers you the opportunity to work in such a wide variety of fields?

Now! Get the complete U.S. Career Institute Accounting Services Program and pay NO finance charges ever.

No finance charges ever!

We believe so strongly in this course that we want to encourage you in every

way we can. So, for a limited time, we've authorized our tuition department to offer this program on an easy monthly payment plan with absolutely no finance charges.

Yes! You'll get everything that comes with the course: lessons, training aids and help from your instructor whenever you want—all yours to use and keep forever for 0% financing.

**Want to get ahead? Be a Professional Accounting Services Specialist...
one of the best steps you can take toward career advancement!**

Whether your goal is to make good money in a secure and satisfying career or to advance to even greater heights, becoming a Professional in the field of Accounting is one of the best ways to achieve what you want.

That's because there's a need for trained Bookkeepers and Accountants all across the country. You're an insider, working in a profession that puts you on the fast track to promotions and greater responsibility. And once you have your foot in the door, the sky's the limit! An Accounting Specialist has the opportunity to advance up the ladder to a successful business career.

Start your own business or work with executives in a pleasant office environment! The world of today's Accounting Specialist provides you with dignity, security and opportunity for advancement.

You can earn a professional salary and be ready to move ahead to the next career level whenever the opportunity arises. As an Accounting Services Specialist, you will have all the basic skills you need to perform a variety of interesting tasks. And once you have these skills, you'll never get bored because you can keep adding to your knowledge, opening the door to many related careers where you can earn even more money. PLUS, with our step-by-step training you'll learn the most up-to-date Bookkeeping and Accounting skills. Just look...

Here are more reasons why this course is the right choice to get you started in a career you've always dreamed of!

*** Daily Bookkeeping Concepts—**

You'll learn the basics of daily cash accounts, sales, receipts, petty cash, vouchers...everything you need to start your career.

*** Accounts Receivable & Payable—**

You'll be trained in preparing invoices, customer accounts, accounts receivable, creditors' accounts and the accounts payable ledger.

*** Payroll Processing—**

You'll learn how to prepare payroll forms, federal and state withholding deposits, federal tax returns and unemployment taxes, plus computing gross wages and payroll deductions.

*** Partnerships and Corporations—**

Learn how to manage the interests of partnerships and corporations, and understand capital accounts, stocks, transfer of interest, equity and more.

*** Banking—**

You'll learn to read and interpret bank statements, calculate interest, record interest paid out and use promissory and discounted notes.

*** Tax Preparation—**

You'll know how to compute sales tax, prepare all the federal tax forms and schedules A through E, plus W-2 and 1099 forms. You'll learn about legal and ethical issues, too.

- * We train you at home, so you choose the time and place you want to study. You can set your own schedule... plan your study time around your family, job and other responsibilities.
- * You decide how soon you want to complete your studies...in as little as four months, or take longer if you wish.
- * All study materials are included in your tuition. There are no extras or hidden charges. You need only paper, a pencil and a comfortable, cozy chair to study. We'll provide everything else!

**Plus...get special training in the new
work-at-home Accounting Services industry!**

Though many Accounting and Bookkeeping Specialists choose to work in an office environment, the new work-at-home accounting industry is booming! This course gives you complete training in how to set up and start your own Accounting Services business so you can stay at home and earn as much as \$40,000 a year or more, depending on where you live and how much you choose to work. You'll learn how to get clients and service them. Most important, you'll be your own boss and be able to set your own schedule!

**Need to talk to an Instructor for help?
Simply send us an email or call us toll-free!**

Once you enroll, you can email us or call and speak directly with one of our instructors if you ever need help or guidance. With our training, there's no waiting until your next class to get the answers you need, and you don't have to compete with others for your instructor's attention. Just send us an email or call us toll-free from anywhere in the United States. You will get the authoritative answers you need.

**A U.S. Career Institute Certificate that
employers notice! Plus Unlimited Career Support for graduates...**

When you graduate from this Professional Accounting Services Course, you'll be awarded a Career Certificate signifying your standing as someone who has successfully completed all our requirements and acquired the skills of a Professional Bookkeeper and Accounting Services Specialist.

When you are ready to begin your career you will also receive the added benefit of our special Unlimited Graduate Support in your career. Whenever you need assistance in your job search, we're here to help. We care about your success so we do whatever it takes to give our graduates the absolute best support possible!

**100% Satisfaction Commitment
with our unique money-back, no-questions-asked policy...**

That's right! We offer you a 100% money-back commitment. Here's how it works. Send in your small down payment with your enrollment agreement—or call the toll-free enrollment line listed on the next page.

We'll send your first lessons right out to you. Take up to seven days to

look them over, read them through and examine them thoroughly.

At any time within that seven-day period, you may cancel your enrollment and get a full cash refund, no questions asked. Just call and tell us you've changed your mind. Tell us you don't want to be an Accounting Services Specialist and cancel your enrollment. You won't owe a single penny more and we will refund your down payment in full. You have nothing to lose and everything to gain. So take advantage of this fantastic offer and enroll today!

Now you have all the facts. You can be ready to start making money in this exciting career in as little as four months.

- A Career Certificate that attests to your achievement!
- 0% financing!
- Low, low monthly tuition payments!
- Unlimited Career Support for graduates!
- 100% money-back commitment!

It's all yours if you act now!

To get started, just fill out the enrollment agreement and send it to us along with your down payment in the postage-paid envelope we've enclosed—or for faster service, call our toll-free **EasyStart enrollment line at 1-800-528-7907** to learn about our special offers and enroll right now!

Don't put off fulfilling your dream for even one more day. We'll be watching for your enrollment!



*Enroll now
and you will
get 0% financing
Plus ↘*

Sincerely,

A handwritten signature in blue ink that reads 'Pam Weston'.

Pam Weston,
Founder

PW/dt

Encl: 0201800SL01B-20

P.S. When you send in your enrollment agreement, don't forget to include the Special Limited-Time BONUS Certificate. The Bonus is our way of saying "welcome" to an exciting new chapter in your life! PLUS...SEE THE ENCLOSED COURSE OUTLINE FOR OUR NEW GRADUATION GIFT!