

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



School of Bookkeeping

Special Enrollment BONUS!

PLUS NEW GRADUATION GIFT

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

* * * * *
 * **Now you can get the absolute best** *
 * **Professional Bookkeeping 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 continuing graduate career support! *
 * * * * *

Dear Soon-to-Be Professional Bookkeeper:

We want you to know that you can start making money as a Professional Bookkeeper in as little as four months with our nationally accredited, 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 careers in the world of business.

Make great money—\$10.00, \$15.00, \$20.00 an hour or more with experience—as a Professional Bookkeeper! Plus according to the U.S. Department of Labor, there will be “many opportunities” in Bookkeeping 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 working in the Bookkeeping field. And one out of three 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 Bookkeeping. In fact, it's one of the most universal careers in existence. Just think, nearly every business—no matter how small or how large—needs trained Professional Bookkeepers.

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 and much more! What other career offers you the opportunity to work in such a wide variety of fields?

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

No finance charges ever!

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

2001 Lowe Street, Fort Collins, CO 80525

BOOKKEEPER
 -AP/R Payroll, EOM & Real Estate exp a plus. Studio City location. Salary & benefits. MB/R PO Box 5220, LA CA 91616 or e-mail: hrc@hcaz.com.
 For more information contact the Human Resources office or simply email us your resume. If you are a self starter and able to work in a fast paced atmosphere, then contact us for a great career in Accounts Payable.

ACCOUNTING
 Website: Real Estate Co. seeks Senior Accounts Receivable Bookkeeper to evaluate and audit a high volume of individual resident and government contracts accounts receivables throughout California. The right person for the job will have
 -AP/R Payroll, EOM & Real Estate exp a plus. Studio City location. Salary & benefits. MB/R PO Box 5220, LA CA 91616

ACCOUNTS PAYABLE BOOKKEEPER
 For major website property management company. Must have 2 yrs. exp. working in high volume accty. environment and xlt communication, data entry, Excel and 10 key skills. If you are a self starter and able to work in a fast paced atmosphere, then contact us for a great career in Accounts Payable.
 For more information contact the Human Resources office or simply email us your resume. If you are a self starter and able to work in a fast paced atmosphere, then contact us for a great career in Accounts Payable.
 Must have 2 yrs. exp. working in high volume accty. environment and xlt communication, data entry, Excel and 10 key skills.
BOOKKEEPER-ASST. W.LA business management firm. AP/R. Salary to \$27k DOE. Fax res: 310-444-7110

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, supplements, training aids—all yours to use and keep forever for 0% financing. And help from your instructor whenever you want!

**Want to get ahead? Be a Professional Bookkeeper...
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 Bookkeeper is one of the best ways to achieve what you want.

That's because there's a need for trained Bookkeepers all across the country. As a Bookkeeper 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! Almost every Bookkeeper has the opportunity to advance up the ladder to a successful business career.

**Work with executives in a pleasant office environment!
The world of today's Professional Bookkeeper provides
you with dignity, security and opportunity for advancement.**

You can earn a professional salary, receive great benefits and be ready to move ahead to the next career level whenever the opportunity arises. As a Professional Bookkeeper 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 opportunities in related careers where you can earn even more money. PLUS, with our step-by-step training you'll learn all the most up-to-date Bookkeeping 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—**

Step by step, you'll learn the basic skills of daily cash accounts; cash sales; cash receipts; petty cash; vouchers; petty cash journal...everything you need to start your career as a Professional Bookkeeper.

*** Accounts Receivable & Payable—**

You'll be fully trained in preparing invoices; handling customer accounts; accounts receivable; maintaining creditors' accounts; the accounts payable ledger, etc.

*** Partnerships and Corporations—**

Learn how to manage the interests of huge corporations! You'll gain an understanding of capital accounts; transfer of interest; corporate stocks; treasury stock; equity per share, and much, much more.

*** Banking—**

You'll learn all there is to know about checking accounts; reading and interpreting bank statements; calculating interest; recording interest paid out; promissory notes; discounted notes.

- * 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 Bookkeeping Service industry!**

Most Professional Bookkeepers want to work outside of the home in an office environment, but the new work-at-home bookkeeping industry is also booming. This course gives you complete training in how to set up and start your own bookkeeping service business so you can stay at home and earn as much as \$35,000.00 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?
Use our toll-free "800" Home Study Hotline!**

Once you enroll, you can email 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 shoot us an email or call our toll-free Home Study Hotline. You will get the authoritative answers you need.

**A U.S. Career Institute Career Diploma that
employers notice! Plus you get Continuing Graduate Career Support...**

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

When you are ready to begin your career you will also receive the added benefit of our special Continuing 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 a Professional Bookkeeper 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 Diploma that attests to your achievement!
- 0% financing!
- Low, low monthly tuition payments!
- Continuing Graduate Support in your career!
- 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 you can **call our toll-free EasyStart enrollment line at 1-800-528-7907** to enroll by phone.

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,

Pam Weston
Pam Weston,
Founder

PW/cas

Encl:0201201SL01B-B7

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