



Eclipse DMS – Bookkeeping/Accounting Training Request Form

Please complete this form and return to UBS via one of the two options:

Email: helpdesk@ultimate.net.au
 Fax: (03) 9836 7005 | QLD & DAIS (07) 3891 3744

Training Rates (Rates Include GST)

On-Site Hourly Rate*	\$195.00	Minimum 4 hours (Max 7.6 Hours)
On-Site Full Day Rate**	\$1,350.00	Fixed at 7.6 hours (Standard Working Day)
On-Line Hourly Rate	\$165.00	Minimum 1 hour
In-House Hourly Rate ***	\$165.00	Minimum 4 hours

*On-site training will incur additional travel and accommodations costs quoted separately. Rates are per trainer. **Full day is 9am-5pm unless arranged otherwise. ***In-House training is held at Ultimate Business Systems' office

Today's Date

Dealership Details

Business Name _____
 Address _____
 Suburb _____ State _____
 Phone Number _____ Fax Number _____
 Contact Name _____
 Email _____

Dealership's Software (tick all that apply)

Book Keeping Accounting Assistance Health Check*

*A Check over accounting transactions, GST reports to make sure you are performing these processes correctly.

Training Preferences

*Please note: Training Sessions are between 9am and 5pm Monday to Friday.

On-Site Hourly Rate Morning* Afternoon*
 On-Site Full Day Rate Preferred Day of Week:
 On-Line Hourly Rate Preferred Month:

Staff Details

Staff Name _____ Email _____
 Staff Name _____ Email _____
 Staff Name _____ Email _____
 Staff Name _____ Email _____

Dealership Authorising Signature

Name (printed) _____ Signature _____
 Position Title _____ Date _____

Please note: A UBS staff member will contact the Contact Name outlined above in the Dealership Details as soon as possible with a time and date, based on availability.

Training Request Confirmation -

UBS Operator _____ Date _____
 Notes _____