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Herefordshire, HR1 3XB



Making tax digital



September 2018

Dear KEYPrime User,

We would like to invite you to one of our **ANNUAL GROUP WORKSHOPS** that we will be holding at venues throughout the country during November and early December. These are a great way for you to gain the maximum benefit from your software.

Come and learn all about the super new features we have put into the latest release. Find out shorter, quicker ways of doing things. Learn from shared ideas with other users.

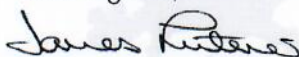
Topics to be covered will include:

- **A session on the new features in the latest version - to ensure that you are familiar with the new options available and their capabilities, for example:**
 - Auto Match Bank Reconciliation
 - Personalise your covering emails for Invoices Statements & Remittances
 - Add Favourite Reports quickly and easily
 - Create a Report Book for a batch of reports
 - Data entry enhancements
- **Making Tax Digital and VAT online**
- **Hints and Tips**

The morning will start with coffee at 9.15 am and after a mid-morning break will continue through to 12.45 pm. There would be a cost to you of £115 + VAT per delegate which would be payable before the day and non-refundable unless cancellation is made 3 days or more prior to the course.

Please find our booking form enclosed with a list of the venues and dates we have planned for you. We would be grateful to have this back **by Friday 19th October, 2018**. Once received, we will send you confirmation and directions together with an invoice which will be due for payment before the course.

Kind regards,



James Lutener

Booking Form



Landmark KEYPrime Accounts Autumn Workshop 2018

Day	Date	Month	Town	County	Number of Attendees
Monday	12 th	November	Pulborough	West Sussex	
Tuesday	13 th	November	Amesbury	Wiltshire	
Thursday	15 th	November	Ashford	East Kent	
Thursday	15 th	November	Banbury	Oxfordshire	
Tuesday	20 th	November	Telford	Shropshire	
Wednesday	21 st	November	York	Yorkshire	
Thursday	22 nd	November	Grantham	Lincolnshire	
Monday	26 th	November	Tunbridge Wells	West Kent	
Monday	26 th	November	Okehampton	Devon	
Tuesday	27 th	November	Carlisle	Cumbria	
Tuesday	27 th	November	Bristol	Somerset	
Wednesday	28 th	November	Kinross	Scotland	
Wednesday	28 th	November	Leominster	Herefordshire	
Tuesday	04 th	December	Kettering	Northamptonshire	
Wednesday	05 th	December	Thetford	Norfolk	
Thursday	06 th	December	Colchester	Essex	

Please list name(s) of attendee(s) and company name below

Company Name:.....

Attendees:

1	
2	
3	

Please send this form by **Friday 19th October** either electronically, by fax or by post –

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