



2011 Winter/Spring Session

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*"If we don't change, we don't grow.
If we don't grow, we aren't really living."* Gal Shooly



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virtual assistant

Office Authority
KEEPING YOUR OFFICE PRODUCTIVE

Specialized Hands-On Practical Training for Aspiring Entrepreneurs

If you've dreamed of owning and operating a successful business, *New QUEST* could be the key to your success. *New QUEST* is designed to help with the development of your entrepreneurial potential by providing 40 hours of in-depth training over a remarkable 10-week period. Business development professionals and experts in their respective fields will provide you with the tools and information needed to become a successful entrepreneur. Sign up today so you can avoid disappointment and future regret, by turning your dreams into a reality!

Core training sessions include:

- ◆ Time Management, Personality Assessments, Personal Empowerment, Goals
- ◆ Legal Aspects of Running Your Business: Taxes, Corporate Setup, Insurance
- ◆ Market Research; Pricing, Feasibility, Competitors
- ◆ Marketing, Social Media, Networking for Results & Public Relations
- ◆ Advertising: Internet Marketing, Direct Mail and More
- ◆ Record Keeping in a Small Business: Managing Your Cash Flow
- ◆ How to Write an Effective Business Plan
- ◆ Financing a New Venture: Credit Scores, Banking and Lending
- ◆ Procurement & Certification, is it for you?

Applications are now being accepted thru Feb. 4th, or until the class is full.

SESSION BEGINS: Thursday, February 17th & ends, April 28th with the *Graduation Celebration*
(Classes are Thursdays each week 5:30pm-9:30pm)

No class on Holidays, Dinner will be provided as well as all class materials.

Cost: \$ 475.00 A **\$75.00 non-refundable deposit** must accompany your registration form to secure your spot. Pay by Check, Money Order, MasterCard, Visa or Discover. Checks should be made payable to Knowledge For Success, Inc. *Convenient payment plans are available.*

Mail to: Knowledge For Success, Inc
2701 W. Berry St. #150
Fort Worth, TX 76109

For more information visit our website at www.knowledgeforsuccess.org
or call 682/841/2020



Knowledge For Success does not constitute or imply its endorsement of any opinions products and/or services. All programs held by Knowledge For Success are extended to the public on a nondiscriminatory basis.

This facility is wheelchair accessible.



Registration Form

PERSONAL INFORMATION:

Name: _____
First MI Last

Address: _____
Street # and Address Apt/Suite#

City: _____ State _____ Zip: _____

Please be sure to fill in the information to the right

Daytime Phone:

Evening Phone:

Cell Phone:

Please List Email Address:

How did you hear about *NEW QUEST*? _____

Have you attended the "Seeds to Success"? Yes No

GENDER: Female Male

RACE: Native American/Alaskan Native Asian American

Black or African American White

Native Hawaiian or other Pacific Islander I do not wish to respond.

ETHNICITY: Hispanic Origin NOT of Hispanic Origin

VETERAN STATUS: Veteran Disabled Vet Not a Veteran

What is your current employment status?

Self employed Employed by someone else Unemployed

What was your gross household income before taxes last year?

Under \$5,000 \$5,000-\$9,999 \$10,000-\$14,999

\$15,000-\$19,999 \$20,000-\$24,999 \$25,000-\$29,999

\$30,000-\$34,999 \$35,000-\$39,999 \$40,000-\$49,999

\$50,000 and over

Business Information

1. Describe the business you have or want to open. Please be very specific.

Registration Form

2. Do you currently own your own business? Yes No

If, YES, when did you start your business? _____
Month Year

If, NO, when do you plan to start your business? _____
Month Year

Is/will your business (be) home based? Yes No

3. Do you anticipate needing a loan to start your business? Yes No

4. What are your expectations of "NEW QUEST"?

Tuition Payment Information:

Please return registration form with your desired payment option.

_____ \$75.00 Non-Refundable Deposit at this time, with the remaining \$400.00 to be paid
In tow payments of \$200.00, the first night and at the half way point.

_____ \$175.00 Payment, which includes the \$75.00 non-refundable deposit, with a
remaining balance of \$300.00 to be paid no later than the half way point of the
session.

_____ \$275.00 Payment, which includes the \$75.00 non-refundable deposit, with a
remaining balance of \$200.00 to be paid no later than the half way point of the
session.

_____ \$450.00 Payment in Full, which includes a \$25.00 discount for payment in full.

(If other arrangements need to be made, please contact Toni Allison, by email,
Toni.Allison@KnowledgeForSuccess.org or call, 682/841/2020.)

You may pay by Check, Money Order, MasterCard, Visa or Discover.

Mail Payment to: Knowledge For Success, Inc
2701 W. Berry St, #150
Fort Worth, TX 76109

Atten: *New QUEST*

Or for credit card charges you may Fax to: 817/439-6639

MasterCard/Visa # _____ Exp. _____ V-code _____

Billing Address of Card _____ Zip Code _____

Signature _____ Amount to be charged _____