

The power of collaboration.

business &
employment
We bring it all together!

Basic Bookkeeping for Small Business

Register today for our FREE business workshops



Key issues covered in these workshops include:

- Why you should keep good records
- Reconciliations and common problems
- What are records
- Bookkeeping methods

Date: Friday 24th February 2012 OR Wednesday 14th March 2012
Time: 10:00am to 12:00pm
Venue: O group offices, 45 Best Street, Devonport
Cost: No charge

Register today! **FREECALL 1800 709 552**
or visit: **www.businessandemployment.biz**

The services provided by Business & Employment are partially funded by the Australian Government



www.ogroup.org.au