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February 5, 2010

Dear Karmak Customer:

## The Karmak Training Center is coming to Georgia in March!

You are invited to Karmak's next regional Training Center in the Savannah, Georgia, area featuring our most requested classes.

**Classes:** Legend Controller/Office Manager Training  
INFO 5 Controller/Office Manager Training

**Dates:** March 22-23, 2010

**Location:** Holiday Inn Hotel & Suites Savannah Airport  
103 San Drive, Pooler, GA 31322  
For overnight accommodations, please contact the hotel directly at  
(912) 330-5100 and ask for the Karmak Block.

**Cost:** \$800.00 per person

Please fill out the attached registration form and return it to Karmak with your fee by **March 5, 2010**, to reserve your spot. You may also register by contacting Jessica Vetter at 800-252-7625. Enrollment is limited to 20 people per class and will be filled on a first come, first served basis.

If you have any questions, please contact Jessica at 800-252-7625, or via e-mail at [jvetter@karmak.com](mailto:jvetter@karmak.com).

Sincerely,

Jessica Vetter  
Training Coordinator  
[jvetter@karmak.com](mailto:jvetter@karmak.com)

Barbara J. Mitchell  
Training Department Manager  
[bmitchell@karmak.com](mailto:bmitchell@karmak.com)

## Regional Training Center Classes

### Legend Controller/Office Manager Training – Monday-Tuesday, March 22-23, 2010 – \$800.00/person

**Who Should Attend:** Controllers, Office Managers, Accounting Personnel

Join us for an in-depth review of the accounting responsibilities on the Legend system. Learn about General Ledger posting flow, schedules, journals, bank reconciliation, inventory reconciliation, and labor reconciliation. There will also be an overview of the accounts receivable and accounts payable procedures.

**Class times:** 8:00 a.m. - 5:00 p.m. (Lunch provided by Karmak)

### INFO 5 Controller/Office Manager Training – Monday-Tuesday, March 22-23, 2010 – \$800.00/person

**Who Should Attend:** Controllers, Office Managers, Accounting Personnel

Attend this class to gain a better understanding of the accounting flow and setup to customize your dealership's analysis potential. We will cover accounting setup, schedule account processing, reporting, automated journals, reference analysis, and management key indicators (what to look at) on the INFO 5 system. Time permitting, we will conclude with a general question and answer session.

**Class times:** 8:00 a.m. - 5:00 p.m. (Lunch provided by Karmak)

## Regional Training Registration

Please include payment with this registration form and send to:

**Karmak, Inc.**  
**ATTN: Jessica Vetter**  
**P.O. Box 680**  
**Carlinville, IL 62626**

Or, you can register by calling Jessica Vetter at 1-800-252-7625.

**Registration Deadline: Friday, March 5, 2010**

Company Name: \_\_\_\_\_

Street/P.O. Box: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### Attendees from your company:

Full Name	Title/Position	Class	E-mail Address
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_____	_____	_____	_____