



TLR Courseware Order Form

New Customer ____ Current Customer ____

Name/Title of person to use TLR Training Guide/s _____

How did you hear about TLR? _____

Bill to:

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Company _____

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Phone _____

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Ship to:

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City/State/Zip _____

Phone _____

Fax _____

E-mail _____

Quantity	Product #	Courseware Title

To Order Training Guides

Delivery Required By

____/____/____

TLR uses Federal Express to guarantee you a timely delivery!



FAX
585.223.6981



WEB or E-MAIL
www.tlr-inc.com
sales@tlr-inc.com



MAIL
2024 W. Henrietta Rd
Bldg 4B
Rochester, NY 14623

Method of Payment

MasterCard ____ Visa ____ Discover ____

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Exp Date ____/____/____

Cardholder Name _____

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Visit TLR on the Web – www.tlr-inc.com

Learn more about TLR * find out what's new * Place your order

TLR Courseware Features and Product Details

Courseware Features

What makes a TLR training guide different?

TLR's unique "teach yourself" learning methodology is designed for use both in and out of the classroom. Lesson modules are self-contained, so you can learn exactly what you want, when you want. You can complete one in approximately 45 minutes based on individual skill. Each guide is written to assume the end user has NO prior software skills, so first time computer users can quickly learn with the greatest of ease, while more experienced computer users can pick and choose only the lessons they desire. Regardless of your skill level, you will learn the most skills in the least amount of time at an affordable cost.

Which guide is best for my learning environment?

Get Going training guides provide instruction to learn the basic functions of the software application. *Get Going* guides are used worldwide by independent trainers, training centers, resellers and end users that are looking for approximately 6 – 8 hours of instruction. Because each lesson is self-contained, you can easily customize course content, class days, class duration and so on.

Keep Going training guides are used in the same learning environment as our *Get Going* guides and provide instruction on the intermediate features of the software application. *Keep Going* guides are used as a continuation to *Get Going* guides, or for the experienced user looking to expand their knowledge of the software application.

Still Going training guides are used in the same learning environment as our *Get Going* and *Keep Going* guides, and provide instruction on the very advanced features of the software application.

Get Smart training guides are designed specifically for academic use. They are used by College and University Professors who require 16+ hours of instruction for their students. Our *Get Smart* series offers guides for both Students and Instructors. Instructor guides contain helpful hints and facilitation tips at the onset of each lesson. When used together, *Get Smart* Instructor and Student guides provide a complete classroom solution.

Product Details

GET GOING	PRODUCT#	PRICE	KEEP GOING (continued)	PRODUCT#	PRICE
Get Going with QuickBooks 2007	GBK27W	A	Keep Going with Quicken 2005	KQN25W	A
Get Going with QuickBooks 2006	GBK26W	A	Keep Going with Quicken 2004	KQN24W	A
Get Going with QuickBooks 2005	GBK25W	A	Keep Going with Quicken 2003	KQN23W	A
Get Going with QuickBooks 2004	GBK24W	A	Keep Going with Quicken 2002	KQN22W	A
Get Going with QuickBooks 2003	GBK23W	A	Keep Going with Quicken 2001	KQN21W	A
Get Going with QuickBooks 2002	GBK22W	A	Keep Going with Quicken 2000	KQN20W	A
Get Going with QuickBooks 2001	GBK21W	A	Keep Going with Word 2002	KWD22W	A
Get Going with QuickBooks 2000	GBK20W	A	Keep Going with Works 2001	KWK21W	A
Get Going with Access 2002	GAC22W	A	Keep Going with Works 2000	KWK20W	A
Get Going with Excel 2002	GEX22W	A			
Get Going with Excel 2000	GEX20W	A	STILL GOING	PRODUCT #	PRICE
Get Going with Money 2001	GMM21W	A	Still Going with Access 2002	TAC22W	A
Get Going with Money 2000	GMM2KW	A	Still Going with Excel 2002	TEX22W	A
Get Going with Outlook 2002	GOL22W	A	Still Going with Word 2002	TWD22W	A
Get Going with PowerPoint 2002	GPP22W	A			
Get Going with Publisher 2002	GPB22W	A	GET SMART	PRODUCT#	PRICE
Get Going with Publisher 2000	GMPB2W	A	Get Smart with QuickBooks 2007 - I	IBK27W	B
Get Going with Quicken 2005	GQN25W	A	Get Smart with QuickBooks 2007 - S	SBK27W	B
Get Going with Quicken 2004	GQN24W	A	Get Smart with QuickBooks 2006 - I	IBK26W	B
Get Going with Quicken 2003	GQN23W	A	Get Smart with QuickBooks 2006 - S	SBK26W	B
Get Going with Quicken 2002	GQN22W	A	Get Smart with QuickBooks 2005 - I	IBK25W	B
Get Going with Quicken 2001	GQN21W	A	Get Smart with QuickBooks 2005 - S	SBK25W	B
Get Going with Quicken 2000	GQN20W	A	Get Smart with QuickBooks 2004 - I	IBK24W	B
Get Going with Word 2002	GWD22W	A	Get Smart with QuickBooks 2004 - S	SBK24W	B
Get Going with Word 2000	GWD20W	A	Get Smart with QuickBooks 2003 - I	IGIB23W	B
Get Going with Works 2001	GWK21W	A	Get Smart with QuickBooks 2003 - S	SBK23W	B
Get Going with Works 2000	GWK20W	A	Get Smart with QuickBooks 2002 - I	IBK22W	B
			Get Smart with QuickBooks 2002 - S	SBK22W	B
KEEP GOING	PRODUCT#	PRICE	Get Smart with QuickBooks 2001 - I	IBK21W	B
Keep Going with QuickBooks 2007	KBK27W	A	Get Smart with QuickBooks 2001 - S	SBK21W	B
Keep Going with QuickBooks 2006	KBK26W	A	Get Smart with QuickBooks 2000 - I	IBK20W	B
Keep Going with QuickBooks 2005	KBK25W	A	Get Smart with QuickBooks 2000 - S	SBK20W	B
Keep Going with QuickBooks 2004	KBK24W	A	Get Smart with Quicken 2007 - S	SQN27W	B
Keep Going with QuickBooks 2003	KBK23W	A	Get Smart with Quicken 2005 - S	SQN25W	B
Keep Going with QuickBooks 2002	KBK22W	A	Get Smart with Quicken 2004 - S	SQN24W	B
Keep Going with QuickBooks 2001	KBK21W	A	Get Smart with Quicken 2003 - S	SQN23W	B
Keep Going with QuickBooks 2000	KBK20W	A	Get Smart with Quicken 2002 - I	IQN22 W	B
Keep Going with Access 2002	KAC22W	A	Get Smart with Quicken 2002 - S	SQN22W	B
Keep Going with Excel 2002	KEX22W	A	Get Smart with Quicken 2001 - I	IQN21W	B
Keep Going with Outlook 2002	KOL22W	A	Get Smart with Quicken 2001 - S	SQN21W	B
Keep Going with PowerPoint 2002	KPP22W	A	Get Smart with Quicken 2000 - S	SQN20W	B
			Get Smart with Quicken 2000 - I	IQN20W	B

Frequently Asked Questions

Who do I contact at TLR?

To reach a Customer Service Manager please call (877) 223-5740 weekdays from 8-4 (EST). For timely service when making inquiries, please provide your Company Name, your Name and your Phone Number. You may also reach TLR by fax at (585) 223-6981 and by e-mail at tbrown@tlr-inc.com.

How do I place an order?

For fast service you may submit your order to our "Order Only" fax line at (585) 223-6981. Orders placed on account must provide written confirmation. Credit Card orders may be placed through our website at www.tlr-inc.com or by fax at (877) 223-5740.

How do I pay for my order?

TLR accepts VISA, MasterCard and Discover. If you would like to establish an account with TLR, please request a credit application or download one from our website. Payment terms for purchases on account are Net 30 days. COD is not available.

Do I pay sales tax?

Sales tax is only payable on shipments delivered within New York State. Please add 8% to your order total including shipping and handling. Businesses within New York State that are exempt from sales tax will need to provide TLR with a tax exemption certificate.

How will my order be handled?

Standard orders are shipped within 24 hours. Special orders may require additional handling time. Orders requesting next day delivery need to be received by TLR by 12 noon E.S.T.

What if I need to make changes to my order?

If you need to change an order in progress, we will make every effort to assist you. However, because we maintain a speedy order processing and distribution system, it may not be possible to amend your order once it has been processed. To avoid any complication, please double check your order before submitting it to TLR.

What do I need to do when I receive my shipment?

TLR aims to provide 100% error-free service. Please check your materials upon receipt and notify us immediately of any issues.

What if I need to make an exchange or return?

Defective materials will be exchanged at no charge. Special orders are not returnable. Authorized returns are subject to a 25% restocking fee. Merchandise must be in the original shrink-wrap and have been purchased within the last 90 days. TLR retains the right to refuse returns. Any merchandise returned to TLR without prior authorization will not be credited. To obtain a Return Authorization (RA) number, please contact TLR for assistance at (877) 223-5740.

Is there any other important information I need to know?

All orders must be paid in U.S. currency. All prices and conditions are subject to change without notice.

Price Codes

CODE	1-10 GUIDES	11-50 GUIDES*	51-100 GUIDES*	101+ GUIDES*
A	\$32.89	\$30.89	\$27.89	\$22.89
B	\$41.89	\$38.89	\$35.89	\$30.89

* Only applies to quantity of guides with exact same model number.

Shipping and Handling Charges

Shipping will be calculated on an order-by-order basis, and will be dependent on the weight of your shipment and the distance from our warehouse to the delivery location. You will be asked to provide the zip code of the delivery location, and at that time you will be notified of the shipment cost. You will have the option to choose Ground Shipping, 2nd Day or Overnight Shipping. If you have any questions regarding shipping costs, please feel free to call our toll free at 1-877-223-5740, week days from 8-4 (EST).