# SUPER FILE IT AND MICROSOFT OFFICE WORKSHOP

Learning the ins and outs of document management and Microsoft Office solutions

This is a two day interactive workshop for document workers, administrators, assistants, clerical staff and other professional seeking to enhance their abilities in SuperFileIt and Microsoft Office products.

The workshop will be held at the Ramada Bismarck Hotel (formally the Doublewood Inn), 1400 E. Interchange Ave, Bismarck, ND 58501.

# REGISTRATION FORM

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| **Registration**  RMS, Inc. is now accepting registrations for the SuperFileIt and Microsoft Office two-day interactive workshop.  **Date**  April 21st – 22nd , 2016  **Time**  9:00am to 5:00pm  **Venue**  Bismarck Hotel (formally known as the Doublewood Inn)  1400 E. Interchange Ave  Bismarck, ND 58501  **Cost**  The cost will be $450 per person.  (Enrolment is limited to 15 attendees) | Notice of all cancellations must be provided in writing at least one week prior to the event. There are no refunds for registrants who cancel after the cancellation deadline. RMS, Inc. reserves the right to cancel or reschedule workshops.  **How to Register**  Fax: Complete the form below and fax to:  701-220-5247  **Mail: Complete the form below and mail to:**  Records Management Solutions, Inc.  233 East Divide Avenue  Bismarck, ND 58501  **Fax/Mail Attention to:** Records Management Solution, Inc.  **Further Information**  Please contact Records Management Solution, Inc by telephone: 701-220-5247  or by email: bclooten@rmsnd.net |

To register, simply mail, or fax the registration form below, along with payment. Please use one form per registrant.

**PLEASE PRINT CLEARLY.**

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| --- | --- |
| Name | Company Name |
| Position | Billing Address |
| Telephone Number | Email Address |
| What version of Microsoft Office are you currently using?   2003  2007  2010  2013  365 | |

**Payment Information**: Please make check or money order payable to Records Management Solution, Inc..

**Additional Registrations:** One method of payment can be used for all registrants from the same organization

**Registration Fee:** $450.00/person

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|  |  | 233 East Divide Avenue, Bismarck, ND 58501  TEL: 701-220-5247  EMAIL: [bclooten@rmsnd.net](mailto:bclooten@rmsnd.net) WEB: http://www.rmsnd.net/home.html |