



Jet Reports Training with AVF Consulting

If you aren't using Jet Reports to its fullest benefit, then AVF Consulting can help with training and consulting services from David Opdahl, CPA and Microsoft Dynamics NAV Consultant.

AVF offers a two day, face-to-face training session that encompasses all of the features of Jet Reports. The training is hands on, uses your company's database, and is led by our resident Jet Reports expert David Opdahl. David is a CPA with over 25 years experience advising businesses on financial management and reporting processes.

Training Location Options

AVF Offices

AVF highly recommends that training sessions be conducted at our state of the art training suite, located at our home office in Towson, Maryland.

We encourage the use of our facilities for several reasons:

- Providing students with an environment that minimizes distractions enables students to get the most out of the training.
- Our training room is set up specifically for Jet Reports training sessions and has several computer terminals and a presentation system to help lead students through the process.
- AVF Consulting will provide a light breakfast and a full lunch on both days of training for all sessions done in our offices.

On-site Training

Training can also be done on-site at your organization's office. If you prefer training to be done on-site, please ensure your desired location meets the following requirements.

On-site Training Requirements:

- Conference room or classroom equivalent where the training session will be held
- PC for each participant with both Microsoft Dynamics NAV and Jet Reports installed
- Setups for both Microsoft Dynamics NAV and Jet Reports completed and tested for each participant
- PC projector *Optional*—Please let us know if you need us to supply one

Training Format

Our training offers a detailed course on how to use specific functions of Jet Reports. **We limit the maximum number of attendees to six**, as AVF Consulting wishes to provide the best quality of training possible. This allows our team to give better individual attention to participants, while minimizing distractions.

Two Day Agenda Includes:

Building Static Format Reports

- Using the GL command
- Using Excel Cell Addressing Modes
- Constructing date filters using Excel's date formulas
- Using the NL command for data retrieval
- Working with Jet Reports licenses

Building Dynamic Format Reports

- Building a simple list
- Replicators
- Unique values
- Using the NL and NF together
- Sorting with the NL command
- Working with Excel's formula ranges
- Conditionally hiding data

Grouping lists

- Grouping lists by multiple criteria

Advanced Jet Reports Features

- Using Advanced Dimensions

Using Jet Scheduler

Navigating the Jet Reports Support Site

For pricing information please see page two of this document



Jet Reports Training Pricing Guide

Jet Reports training is offered under two pricing structures: Standard and the discounted Customer Care Plus (CCP). There is a minimum total cost of \$2,580.00 (\$2,350 for CCP members) for a full two day training course for one (1) attendee. Additional attendees can be registered at a cost subject to the following pricing structure. See below for more information on our Customer Care Plus program.

Standard Rates			
# of Attendees	Day 1	Day 2	Total Cost
1	\$1,470.00	\$1,110.00	\$2,580.00
2	\$1,930.00	\$1,550.00	\$3,480.00
3	\$2,300.00	\$1,890.00	\$4,190.00
4	\$2,580.00	\$2,150.00	\$4,730.00
5	\$2,770.00	\$2,320.00	\$5,090.00
6	\$2,880.00	\$2,390.00	\$5,270.00

CCP Rates			
# of Attendees	Day 1	Day 2	Total Cost
1	\$1,350.00	\$1,000.00	\$2,350.00
2	\$1,810.00	\$1,430.00	\$3,240.00
3	\$2,180.00	\$1,780.00	\$3,960.00
4	\$2,460.00	\$2,030.00	\$4,490.00
5	\$2,650.00	\$2,200.00	\$4,850.00
6	\$2,760.00	\$2,270.00	\$5,030.00

*Training costs priced competitively with trainings offered by Jet Reports directly.

Calculating Cost of Training:

AVF offers maximum flexibility in the structuring of your Jet Reports Training. Given that the first day of training provides a general introduction to Jet Reports, we require all Day 2 attendees to attend Day 1. Not all Day 1 attendees are required to attend Day 2.

To calculate the total cost of your training, please use the following calculator.

Example:

	# of Attendees	Price
Day 1	2	\$1,930.00
Day 2	1	+ \$1,110.00
	Total Price	\$3,040.00*

*based on standard rate

Pricing Calculator:

	# of Attendees	Price
Day 1		
Day 2		+
	Total Price	

Customer Care Plus (CCP)

Customer Care Plus is a prepaid annual support program specifically designed for AVF Consulting's customers. The CCP plan was developed by AVF to help defray some of the costs associated with supporting, optimizing and maintaining your Microsoft Dynamics NAV solution. AVF has set membership costs, depending on the size of your software license, that are billed annually.

If you are not currently a CCP customer and would like to see if your organization qualifies for CCP membership, please contact Lori Ricard at 443-279-1030 or lricard@avfconsulting.com.

For more information on Jet Reports Training, please contact Lori Ricard at 443-279-1030 or lricard@avfconsulting.com





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Web site www.avfconsulting.com

AVF Consulting, Inc. Jet Reports Training Proposal/Agreement

This Jet Reports Training Proposal/Agreement (the "Agreement") is entered into on this, the _____, by and between AVF Consulting, Inc. ("AVF"), a Maryland corporation with its principal place of business located at 1220-C Joppa Road, Suite 514, Baltimore, Maryland 21286, and _____ located at _____.

OVERVIEW:

AVF Consulting, Inc., will provide customer-requested training, as described in Jet Reports training materials on a mutually-agreed upon date.

TRAINING QUOTE:

There is a minimum cost of \$2,580.00 (\$2,350.00 for CCP members) for a full two (2) day training course for one (1) attendee. A full day includes approximately six (6) hours of instruction and permits time for lunch and breaks.

Additional attendees can be registered, at a cost as outlined below, up to a maximum of six (6) attendees. The trainer will have all participants sign an attendance sheet at the beginning of the class and the client will be billed based on attendance. Client will be charged per day, per participant. Fees will not be prorated for partial participation or attendance.

Standard Rates			
# of Attendees	Day 1	Day 2	Total Cost
1	\$1,470.00	\$1,110.00	\$2,580.00
2	\$1,930.00	\$1,550.00	\$3,480.00
3	\$2,300.00	\$1,890.00	\$4,190.00
4	\$2,580.00	\$2,150.00	\$4,730.00
5	\$2,770.00	\$2,320.00	\$5,090.00
6	\$2,880.00	\$2,390.00	\$5,270.00

CCP Rates			
# of Attendees	Day 1	Day 2	Total Cost
1	\$1,350.00	\$1,000.00	\$2,350.00
2	\$1,810.00	\$1,430.00	\$3,240.00
3	\$2,180.00	\$1,780.00	\$3,960.00
4	\$2,460.00	\$2,030.00	\$4,490.00
5	\$2,650.00	\$2,200.00	\$4,850.00
6	\$2,760.00	\$2,270.00	\$5,030.00

Calculating the cost of Training:

AVF offers flexibility in the structuring of your training. Different numbers of attendees may participate on a per day basis. Using the table above the total cost of the training may be calculated as provided in the example below.

Example (at Standard Rates):

	# of Attendees	Price
Day 1	6	\$2,880.00
Day 2	3	\$1,890.00
Total Cost		\$4,770.00

Given that the first day of training provides a general introduction to Jet Reports, we require all Day 2 attendees to attend Day 1. Not all Day 1 attendees are required to attend Day 2.

Please enter the number of participants who will be attending each day: Day 1 _____, Day 2 _____

TERMS:

Location:

AVF highly recommends that training sessions be conducted at our state-of-the-art training suite, located at the AVF Consulting home office.

Providing students with an environment that minimizes distractions enables students to get the most out of the training. Our training room is set up specifically for training sessions. Our training facility has computer terminals and a presentation system to help lead students through the process. AVF Consulting will provide a light breakfast and a full lunch on scheduled training days for all sessions done in our offices.

Training may also be performed on-site at the client's office. If training is conducted on-site, the location must meet the following requirements:

- Conference room or classroom equivalent where the training session will be held
- PC for each participant with both Microsoft Dynamics NAV and Jet Reports installed
- Setups for both Microsoft Dynamics NAV and Jet Reports completed and tested for each participant
- Lunch for the trainer
- PC projector *Optional – Please let us know if you need us to supply one*

**The course will be held at the AVF Consulting office, located at:
1220 East Joppa Road, Building C, Suite 514, Towson, Maryland, 21286**

**The course will be held at the following location:
Address _____ City _____ State _____ Zip _____**

Travel Expenses:

If the client is located within AVF's normal service area, i.e., the Baltimore/Washington metropolitan area, travel and transportation costs are included in the course rate. For locations outside the Baltimore/Washington metropolitan area, the client shall be responsible for all reasonable costs and expenses related to transportation, lodging and meals incident to the performance of the training services. Travel, lodging and meals will be billed in addition to the course rate at actual cost.

Inclement Weather Policy:

Courses will be cancelled if the Baltimore County School System has closed for that particular day. If a class is cancelled, the Customer Care department will notify you of the postponement and coordinate a new date

for that particular session. However, if the school system calls for a late arrival, our session will begin on time.

Payment Policy:

Courses will be billed when scheduled and may be paid by credit card (MasterCard or Visa), cash, or check.

Cancellation/Rescheduling Policy:

All cancellations must be received by fax or e-mail no later than seven (7) business days prior to the scheduled training date. Cancellations received at least seven (7) business days prior to the class are fully refundable**. Cancellation or rescheduling requests less than seven (7) business days prior to the course are subject to the minimum fee charge of \$2,580.00 (\$2,350.00 for CCP members).

**any non-refundable costs incurred by AVF related to travel shall be the responsibility of the client when training is cancelled. The client is responsible for all costs/fees related to rescheduling travel.

Course materials:

Training materials will be provided for the class and will be distributed to students on the first day of the course.

Scheduling:

To initiate scheduling of the training with AVF, Client should execute this Training Agreement. Invoicing and payment will be arranged in advance of the scheduled training date. Acceptance of this Training Agreement does not obligate Client for any additional services.

Scheduling of training is contingent upon availability of resources and will be coordinated after execution of the Training Agreement. Delivery of this proposal for services is not a representation that resources are currently available or an agreement, implied or expressed, that AVF can perform the training within a specified term or by a specific deadline.

This proposal is valid for 60 days from the date issued; thereafter rates are subject to change.

Proposed training dates: _____

Client and AVF Consulting have caused this agreement to be executed by their duly authorized representatives and signatories identified below.

ACKNOWLEDGED AND AGREED:

Client

AVF Consulting, Inc.

Signature

Signature

Name Printed

Name Printed

Title

Title

Date

Date