**Welcome to **

Your 30 Day free trail of QT Office starts now. Today is just the beginning to a more organized life.

Every aspect of QT Office was designed with you in mind. Over a year and a half went into development

to streamline QT Office. This means we have included everything you really need and left out the Time-wasters that you don’t.

You will be able to manage your customers, set Appointments, track your inventory, create invoices, manage your expenses/profits and a whole lot more. (Our goal was (and is) to allow you to accomplish more work in less time).

Thank you to our new QT’s who are making QT a part of their success plan!

**The first Step in using QT Office is to complete your “Getting Started Checklist (Attached to this email)**

Please complete your getting started checklist before moving on**.**

**After you complete your getting started check-list you can learn more about QT Office in the followings ways:**

1. Join a free “Getting Started with QT Office” webinar. You can find the links to the webinars on your “home” tab on QT Office which is the first tab you see when you log in. (from computers and tablets, you will not see this on your phone).
2. You can jump right in and follow along with the “Getting Started” check list (attached to this email and at the top of your QT screen after you log in)
3. Look for the blue text and video tutorials throughout the site. The text and videos are strategically placed to be near the feature you may have questions about.
4. Go directly to the “Video Tutorials” link at the top of your QT Screen
5. And if you still need help, don’t be afraid to ask! We have 100% FREE customer service. Just click on the “Help or Contact Us” link at the top of your screen.

After your complete your initial setup, we would ask 2 things of you:

1. Build your business by building the good habit of using QT Office. QT is not hard to learn (in fact, the hardest part of QT Office is your initial setup). After you set up your account and input your inventory and initial expenses, life starts to get easier.
2. Go Give: QT can maintain out very low price (and even add updates) because of QT’s like you. We want you to feel comfortable with QT first, and then after you do, you can click the below link to share QT with your Unit and other friends outside your unit. The best part is that you earn a FREE month of service for every referral you get. We have some members that have been with us for over 3 years and never had to pay for our service!



\* Note: you can also send referrals from the “Tell a Friend” link at the top of your QT Office Account. When you send a referral from QT, we automatically include your referral information so getting credit for more FREE months is super easy.

Thank you for being a QT!



Jamie Hogan

CEO

QT Office