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**Subject: Follett CircCat Library Automation Software
5th Comprehensive Training Course**

Dear Follett User:

As part of our commitment to fully equip Philippine users of Follett Library Automation with skills and techniques needed to fully utilize the software, we are please to invite you to the 5th Follett Comprehensive Training course with the Theme: **“Maximizing the Use of Follett Cir/Cat System in Philippine Libraries”** to be held at **Brokenshire College**, Madapo Hills, Davao City on October 19-22, 2010.

This training will surely benefit both old and new users of the software as we have on hand an experienced librarian to conduct the courses, assisted by a software specialist from Electronic Information Solutions, Inc. (EISI). The course content has been revised to reflect the best practices used by our trainers in automating Philippine libraries, as well as new software features up to version 6.4.

The normal fee for the 3 ½ - day training course is at seven thousand pesos (P7000) per participant to include meals (snacks and lunch), training materials and certificate. You have a chance to attend this course at a 15% discount or five thousand nine hundred and fifty pesos (P5950) if you purchase it as part of your support maintenance renewal. Transportation and lodging expenses of their trainees will be the responsibility of the participating institutions.

Attached is the tentative program for your reference.

Please confirm your participation on or before October 11, 2010 by sending us thru e-mail (eisi@eisi.com.ph) or fax (02) 3250027 the attached reply slip. An online registration form is also available at our website

<http://www.eisi.com.ph/events.html>

Should you need further information, please contact Ms. Naidz Abragan (service@aklatan.net) at (02) 8436571 or (02) 8453507. We hope you take advantage of this chance to update your Follett skills, which is held only once every two years.

Sincerely,

A handwritten signature in black ink, appearing to read "Reuel T. Avila".

REUEL T. AVILA

President

ELECTRONIC INFORMATION SOLUTIONS INC.