

## Information Requirements Clearinghouse, Inc.

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December 3, 2008

**Subject: RETENTION MANAGER™  
Training Class**

We are announcing the new training class schedule for **RETENTIONMANAGER** customers. The next training class will be scheduled in February 11 & 12, 2009. The training classes will be 8:00 AM to 4:00 PM in Denver, Colorado on Wednesday and Thursday.

The two-day training session is designed for new customers, as a refresher for existing customers, or for experienced customers who want to learn more about the new **RETENTIONMANAGER 3**. You will receive hands-on training working with **RETENTIONMANAGER 3** with a training manual.

Topics covered during the class include:

- The different program functions such as Legal Research, Standard Records Series, and Reports.
- How the *Skupsky Retention Method* is implemented in **RETENTIONMANAGER**.
- How to develop and maintain retention schedules using the software tools in **RETENTIONMANAGER**.
- How to administer **RETENTIONMANAGER**.
- How the program interfaces with record management programs.

Pricing for the training session is:

- One person for the two day session - \$1,000
- If your company recently purchased **RETENTIONMANAGER** and has not used the one free day of training, one person attending the two-day session - \$500.
- If someone from your company has previously attended the training classes, one person attending the two-day session - \$700.

You are responsible for your own transportation and hotel arrangements and costs. We will send hotel information when you register.

*Please note that this class is subject to cancellation three weeks prior to the event if we have not received sufficient advanced reservations. We will notify you concerning the status of the training session. If you are planning to attend we suggest that you purchase a refundable ticket or do not make your airplane reservations more than 21 days before.*

Other sessions will be schedule throughout the year. If someone in your company has attended previous classes, please ask about the reduced rate.

We look forward to working with you. Please complete and return the enclosed form via fax or mail ASAP. Our fax number is 303-721-8849. You can also register on-line at our web site at <http://www.irch.com/trainclassregistration.htm>.

Sincerely,

Donald S. Skupsky, President

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## RETENTIONMANAGER Training Program

Please complete this application as soon as possible. Seating is limited and will be assigned on a first-come basis.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### STATUS:

- New RetentionManager user
- Have used RetentionManager before
- Have attended previous training
- Other \_\_\_\_\_

### TRAINING:

I would like to attend the training classes in Denver on:

- Wednesday and Thursday, February 11 & 12, 2009

- I would like to attend at the reduced rate because I or another person from my company has attended a previous RetentionManager training class. *(We will notify you concerning this.)*

You will receive hotel and schedule information when your application is approved.

Please send your completed application by mail, fax or e-mail ASAP to:

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