



AIB TEXTBOOK ORDER FORM

2010 Spring

Student Name:

Bank Name:

R&T Number:

Phone Number:

E-mail Address:

Bank AIB Coordinator:

Ship to: (no P.O. boxes please)

****New offerings or updates for 2010****

Course Title	Price	Qty	Total
Achieving Life Balance (A-0-619-25906-X)	44.00		
Analyzing Financial Stmt's - Text & Workbook (3003848) 2007	105.00		
Attitude: It Isn't Always Easy (T-1-56052-664-5)	44.00		
Banking in the 21 st Century (BKCS-001) MBC Seminar	25.00		
Banking Today (3003685) 2007	73.00		
Basic Business Math (C-FIN001-MAN)	44.00		
Better Business Writing (T-1-56052-678-5)	44.00		
Building and Closing the Sale (T-1-56052-598-3)	44.00		
Building and Retaining Customer Relationships (633214)	58.00		
Building Teams (C-MOT001-MAN)	44.00		
Business Etiquette (3003715) 2006 - Print on Demand	63.00		
Coaching for Employee Growth (T-1-56052-319-0)	44.00		
Coaching for Success (3003780) 2006 - Print on Demand	63.00		
Commercial Lending (3003846) 2007	126.00		
**Communicating More Effectively (T-1-4260-1851-0) - New W10	44.00		
Conducting Effective Meetings (T-1-56052-385-9)	44.00		
Coping with Uncertainty in the Workplace (A-1-56052-676-9)	44.00		
Consumer Lending (3005095) 2009 - New F09	116.00		
Corrective Action (3003600) 2006	58.00		
Cross-Selling to Build Customer Relationships- MBC Seminar (CSBS-001)	25.00		
Cross-Selling Deposit Products (3003703) 2006 - POD	73.00		
Dealing Effectively with Co-Workers & Customers (3004219) 2007 - POD	73.00		
Dealing with Difficult Behavior (C-CMM006-MAN)	44.00		
Delegating Effectively (C-STR006-MAN)	44.00		
Developing As a Professional (T-1-56052-697-1)	44.00		

Course Title	Price	Qty	Total
Developing Positive Assertiveness (A-1-56052-600-9)	44.00		
Diversity: Communication for Success (C-DIV008-MAN)	44.00		
Documenting Discipline (C-LGL007-MAN)	44.00		
Economics for Bankers (3003289) 2006	116.00		
Effective E-mail Tips (T-1-56052-681-5)	44.00		
Effective Referrals (3003822) 2007 - Print on Demand	63.00		
Ethical Issues for Bankers (3003828) 2005 - Print on Demand	63.00		
Feedback Skills (C-CMM003-MAN)	44.00		
Financial Accounting - Study Guide & Readings (3003308) 2006	58.00		
Financial Accounting - Text & Working Papers (3003306) 2006	156.00		
General Accounting - Text, Work Papers, Study Guide (3004290) 2008 - 9 th edition	196.00		
Hiring the Best (3004214) 2007 - Print on Demand	63.00		
Increasing Your People Power - MBC Seminar (IPPS-001)	25.00		
Interviewing Skills (C-INT008-MAN)	44.00		
Introduction to Mortgage Lending (3005650) 2009 - New F09	111.00		
Intro to Relationship Selling (3003781) 2006 -)Print on Demand	73.00		
Law and Banking: Applications / Principles (3004226) 2008	116.00		
Leading Teams (C-TMW005-MAN)	44.00		
Managing Change (3003602) 2006	58.00		
Managing Change at Work (T-1-41888-915-6) 2006	44.00		
Managing Employee Relations (3003604) 2006	58.00		
Managing Projects (C-PRJ000-MAN)	44.00		
Managing Time at Work (3003872) 2002 - Print on Demand	63.00		
Managing Workplace Conflict (C-CON002-MAN)	44.00		
**Marketing Financial Services (3005302) - New W10	111.00		



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Maximizing Sales through Service – MBC Seminar (MSTS-001)	25.00		
Money and Banking (3004224) 2008	116.00		
Motivation: Inspiring Your Employees (C-SUP005-MAN)	44.00		
Moving into Supervision (C-SUP006-MAN)	44.00		
Negotiation Basics (A-0-619-25907-8)	44.00		
Networking for Success (A-1-56052-682-3)	44.00		
Organizing Your Work Space (A-1-56052-522-3)	44.00		
Outstanding Customer Service (C-CUS010-MAN)	44.00		
Performance Appraisals (C-PER002-MAN)	44.00		
Performance Management (3003824) 2006 – Print on Demand	73.00		
Preventing Job Burnout (A-1-56052-357-3)	44.00		
Principles of Banking (3003682) 2007	100.00		
Problem Solving (C-TMW006-MAN)	44.00		
Relationship Selling to Small Business Customers (3003783) 2006 – Print on Demand	73.00		
Revitalizing Customer Service (3004221) 2007 – Print on Demand	73.00		
Rewards and Recognition (3003784) 2006 – Print on Demand	63.00		
Selling Skills (C-SAL006-MAN)	44.00		

Course Title	Price	Qty	Total
STAR Service (SSVxxx) – MBC Seminar	25.00		
Stress Management (A-1-4188-4710-0)	44.00		
Supervising Difficult Employees (C-SUP009-MAN)	44.00		
Supervision Academy – Survival Kit, Exercise Guide & Ref. Mat'ls (SUPV-001)	285.00		
Telephone Etiquette (3004217) 2007 – Print on Demand	63.00		
Telephone Skills (C-CUS009-MAN)	44.00		
Time Management: How to Get Everything Done... (C-STR005-MAN)	44.00		
Today's Teller: Developing Basic Skills (3004168) 2008	85.00		
Trust Basics (3004301) 2008	116.00		
Why Didn't I Think of That? Using Creativity... (C-CRE000-MAN)	44.00		
Workplace Ethics (C-ETH000-MAN)	44.00		
Writing and Delivering Effective Performance Appraisals (EPAXxx) – MBC Seminar	40.00		
Writing Bank Correspondence (3004186) 2007 – Print on Demand	63.00		
Order Date ___/___/___			
TOTALS			

Payment Method: Payment Enclosed Charge to Bank

**PLEASE NOTE: Textbook prices include applicable sales tax and all shipping & handling fees. Prices, offerings, and editions subject to change without notice.

MBC Use: DB Entry: ___/___/___ By: _____

FAX or MAIL to: MBC Training/AIB
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Fax: (586) 779-3715