

## OSI NEWSLETTER #8

*Social Networking & Podcasting*

Thanks to Carolyn Elefant for her presentation on the use of 'social networking' software for business generation and William Flanigan for providing a concise overview of podcasting, its growth and marketing potential. This month on March 30th Joseph Pearce will be providing a seminar on the mechanics within Windows to create audio and visual podcasting content, write a rss feed, post the contents and submit the podcast to iTunes. For those attending the seminar OSI will host their content for one month for free. Starting in March OSI can host podcasting content for \$5 a month. Please email the manager if you are interested in this service.

*& Taxes*

The next in our series of seminars on things that can affect your business will be a panel of experts on tax matters to discuss common small business tax issues. You can raise an issue of your choice. Our experts are persons who have been associated with OSI for years, and are familiar with our clientele. We anticipate the panel will present in the fourth week of March. We will email and voicemail the precise date and time. Please call us to get more information and to RSVP at 202 835 0680.

*Quote Of The Month*

"OSI has been instrumental in building my psychology practice for nearly 10 years. I started with hourly office use; graduated to a shared office space; and for the past few years have my own private full-time office. The quality and array of services along with the flexibility of plans are invaluable."

Diane Kern, Ph.D. Licensed Psychologist

*OSI Seminar Survey*

We would like to hear your feedback on the seminars we recently offered and what future subjects might be covered. Please take the seminar survey at <http://osioffices.com/survey.html>

*Digitizing your data.*

There are substantial advantages to putting your records in electronic form. You save file space. You can more easily access your records from distant and varying locations. You can have economical backups. In many cases, you can more easily manipulate the electronically stored information.

OSI can economically scan & email your documents, send you an email of your voicemails and provide a daily email or SMS of your mailbox contents. Please contact the manager if you are interested in any of these services.

*Monthly Schedule*

You can checkout the most up to date schedule with locations and times at <http://osioffices.com/schedule.html>  
Currently planned for March is:

- **March 18th** -- Suntrust Bank will be back offering tailored banking options for the small business.
- **Last week of March** -- a seminar on Tax advice
- **March 30th** -- an how-to on creating a podcast.

As mentioned last month starting March 1st calling in to check your mailbox will be \$1.50 per call.

*Contacting OSI*

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