

OSI NEWSLETTER #15

Facilities Upgrade

Facilities Upgrade --- We appreciate the suggestions which you, our members, gave us in our recent email poll, and are acting to implement some of them. We have contracted with International Art Gallery to provide new and more consistent art work for the office reception area, some of the halls, and some of the offices. We have agreed with International Art on the art work and expect it to be framed, delivered and installed by the end of November. In addition, we are adding plants to some of the offices.

Dan Mills Presentation

On October 22, Dan Mills, Manager of the District of Columbia's Practice Management Advisory program, held a session for OSI lawyers on the District of Columbia's recent decision on the handling of client fees in trust funds when the client has a fixed fee arrangement with the attorney. Our thanks to Dan for this service. We will soon post this presentation as a podcast on our osi website.

The next day, Dan and Reid Trautz, who provides a similar attorney practice advisory function for the American Immigration Lawyer's Association, presented "50 Terrific Technology Tips, Tricks and Websites for Lawyers" at the DC Bar Association offices. Though this compilation was intended for attorneys, we think many of the ideas might be useful to our clients in other occupations. A copy of this presentation is attached to this Newsletter.

Emailing your voice mails & faxes.

You may not know OSI has the ability to have your voicemails and faxes emailed to you upon immediate receipt. Some of the advantages include:

- The email message can be easily forwarded and distributed.
- Email gives you a permanent record of messages.
- Your record will be storable, sortable, easily accessed.
- You can refer to this record to resolve disputes, double check information, follow up on contacts.
- The message gets to you immediately. At a computer, hand-held, wherever you may go.
- The service is economical. Only \$5/mo.

Need a break?

Dr. Diane is offering one hour workshops allowing you to experience a mental & physical break. Learn quick, easy to apply techniques that can have a powerful impact on reducing stress and help you re-charge and re-focus. These skills can be applied anytime & anyplace. The cost is \$35 per session. Occuring in the large conference room Nov. 4th 12-1pm & Nov 5th 5-6pm Email dr.dianekern@yahoo.com to RSVP

Featured client of the month

TEMPUS Group provides O.S.I. clients special savings on marketing support

Have you been considering new marketing initiatives or a new website design? TEMPUS Group provides DC-area businesses the necessary support to take their business to the next level. Providing basic services such as collateral development and website creation, to managing multi-channel marketing campaigns including corporate video advertising, TEMPUS Group acts as your virtual "Chief Marketing Officer", helping you pick and implement the marketing programs that will be the most effective for your business. And, for O.S.I. clients only, TEMPUS Group provides an additional 20% discount on top of their already competitive prices through the month of October. To find out more, contact William at 202-558-0221 or visit TEMPUS Group's website at <http://www.tempusgroup.com/osi-special>

Contacting OSI

Telephone	(202) 835 0680
Receptionist	receptionist@osioffices.com
Manager	manager@osioffices.com

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Business Assistance Team

We are pleased to announce the first members of the Business Assistance Team (BAT). This team assembled to provide assistance to current and prospective members.

Requirements for team membership include a skill set needed by clients and prospective clients, membership in good standing for six months or more of OSI or an affiliated firm 1050 17th Street Associates, and willingness to entertain and respond promptly and carefully to inquiries and requests for service. (We have included the bank which we use for a number of services, which technically is not a member.)

The initial members of the BAT, in alphabetical order, are:

Name	Speciality	Phone	Additional information.
Akindeko, Badillo and Puig	legal services	(202) 508-1066	mpuig@abpfirm.com
Art Driver LLC, Oliksy Synenychenko	website design	(202) 508-1074	contact@artdriver.com
Howard Boyd	legal, tax and accounting services	(202) 349-1691	clarence1919@man.com
Joy Butler	legal services	(703) 524-1926	
M.J. Miller	Legal Support Services	(202) 349-5857	millermparalegal@aol.com
Vincent Schultz	Wachovia/Wells Fargo	(202) 637-2620	
B.J. Seebol	accounting and tax services	(202) 659-1232	
Tempus Group, William Flanagan	a range of marketing services including use of video and electronic media	(202) 558-0221	wflanagan@tempusgroup.com
Vari-Voice, Rita Washington	professional voicing services	(202) 889-8866	dundibar3@comcast.net
Veritas Lex, Larry Latourette	legal placement	(202) 508-1455	?

If you are interested in participating in this support group, please send an email to Wil Stephenson at manager@osioffices.com