

## OSI NEWSLETTER #17

*The Year Ahead*

General Economic Outlook – more momentum on the horizon. Washington Area Outlook – the same, plus the cushion of vigorous federal government activity. Outlook for Area Professionals and Entrepreneurs – likely better prospects, but maintaining cost disciplines, exercising creativity and ‘keeping up with the wave’ still useful. We will be trying to help you control your costs, be creative, and keep up with the wave(s).

OSI brings you 28 years of experience, a good lease on a prime K street location, an experienced staff, economical officing options, flexibility in service plans, sophistication in computer and communications capacities, and substantial networking opportunities among its over 700 clients. You can look forward with confidence in your officing system's ability to support your business needs adaptively and efficiently. We will be strengthening our communications with you in the months ahead. Stay in touch. Give us your suggestions. We look forward to helping you find continuing success in 2010.

*Staying connected*

We have set up forums so our clients can better share information and skills. We are introducing a Twitter feed, a Facebook page, and different email groups enabling members to network, find other professionals, and exchange ideas. To receive the latest deals, tips and client networking follow us on Twitter at <http://twitter.com/osioffices>, or, within Facebook, search for OSI Management.

To exchange information with us and with other members of OSI you can join one of our Google Groups -- [osi-members](#), [osi-attorneys](#), [osi-mentalhealth](#). All members of OSI will be automatically invited to the general newsgroup. You will shortly receive an invitation to the appropriate newsgroups

Did you know you can check your monthly bill, payments to date, and pay your bill on-line? On the main website page, [washoffice.com](http://washoffice.com), click on the ‘Clients Login’ link which will give you an account of your bill and provide a business listing of other members. You can also add your business listing information. Please email [manager@osioffices.com](mailto:manager@osioffices.com) if your not aware of your password.

*Meetings this month.*

For Attorneys -- Carolyn Elefant, an OSI member and author of *Solo by Choice*, will make a presentation on legal billing and some other current issues in the practical practice of law at noon on January 27th in the conference room. To suggest topics to Carolyn email her at [loce@his.com](mailto:loce@his.com). Please RSVP, sandwiches will be served.

To suggest other topics which may you find beneficial in this upcoming year please email [manager@osioffices.com](mailto:manager@osioffices.com) or call 202-835-0680

Thank you

*Want to making billing easier?'*

Interested in paying by credit cards or electronic checks? OSI is in discussion with several banks on packages for our clientele. By giving us your credit card or a voided check we can setup automatic payments, relieving you of responding to the monthly billing. Please email the manager for more details.

*Contacting OSI*

Telephone	(202) 835 0680
Receptionist	<a href="mailto:receptionist@osioffices.com">receptionist@osioffices.com</a>
Manager	<a href="mailto:manager@osioffices.com">manager@osioffices.com</a>

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*Business Assistance Team*

Below is our current roster of clients enrolled in the business assistance team. Requirements for team membership include a skill set needed by clients and prospective clients, membership in good standing for six months or more with OSI or 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 current members of the BAT, in alphabetical order, are:

<b>Name</b>	<b>Speciality</b>	<b>Phone</b>	<b>Additional information.</b>
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
B.J. Seebol	accounting and tax services	(202) 659-1232	svcs4attys@aol.com
Tempus Group, William Flanagan	a range of marketing services including use of video and electronic media	(202) 558-0221	wflanagan@tempusgroup.com
Veritas Lex, Larry Latourette	legal placement	(202) 508-1455	latourette@veritaslex.com
Nils Vidal	Wachovia/Wells Fargo	(202) 637-2620	

If you are interested in participating in this support group, please send an email to [manager@osioffices.com](mailto:manager@osioffices.com)

*Interested in other services?*

OSI is always looking to expand our suite of services to help your business sharpen its competitive edge. Please notify the manager if you are interested in:

- Scheduling appointments for you and your clients
- Legal research
- Order taking
- SMS'ing messages and appointments to your phone
- Videoconferencing equipment
- Secretarial support