

## OSI NEWSLETTER #18

*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.

*Making payments easily*

If you do not already have your monthly bill paid by credit card, why not do so? We run the cards on the first of each month.

For regular credit card payment, you do not have to do anything other than give us a valid card and keep it current. We will give you a statement by email so you know the amount of the charge. You can also see your bill on-line. You need not make out a check and mail it, or drop by the office. If you have any question about the bill, you can call us, and we can credit any overpayment on the next month's payment, or run a credit to your card. You will have an easily accessed permanent record of payment on your credit card statements.

Alternatively another easy way to pay is via PayPal . Just login into your paypal account and send the funds to the email address [manager@osioffices.com](mailto:manager@osioffices.com).

*Google Groups*

To all of our clients that have provided OSI with an email account, we will be sending out an invitation to join our group forums [osi-members](#), [osi-attorneys](#), [osi-mentalhealth](#). You will be able to network and discuss topics relative to your field.

*Quote of the month*

“OSI has been an integral part of our construction business over the past 5+ years. The team has always been responsive to our needs and we will continue to partner with them as extended members of the Aztec construction LLC family.”

Aztec Construction  
Patrica Moore, President

*Clients page*

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 you do not know your password

*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>

## OSI NEWSLETTER #17

*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