

## OSI NEWSLETTER #2 DECEMBER 2007

***MAKING IT SIMPLE***

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.

***THANKS FOR YOUR PATRONAGE***

This has been a good year for O.S.I. And we hope for you. Because you are what has made it a good year for us.

We have been able to keep our long time (since 1981) placement on K Street at Farragutt Square, in the heart of the Central Business District, just three blocks from the White House, even though our building at 1717 K street was scheduled for demolition and modernization. The move to 1629 K gave us more offices, and a new, materially improved buildout. (On which many of your have commented appreciatively.) We continue to get many referrals from satisfied clients, and often find former clients returning to us. Our telecomm and IT capabilities are considerably upgraded – we can forward phone messages, emails, faxes, and even snail mail messages to you at any phone or email address anywhere.

Going into 2008, we look forward to working with you to provide you more, more flexible, and better services. Please communicate your needs and desires to us – by phone, email, or face to face discussion. Our business is built upon helping your business. We appreciate insights you can give us on how your business functions, and what we can do to help it.

***AVAILABLE FULL TIME OFFICES*****1050 17th St, 10th floor**

- In January two 9'x13' window offices, each \$950 mo.
- Three cubicles, each \$400 mo.

**1629 K St, 3rd floor**

- Two 6'x10' interiors, each \$775 mo.

***WANTED***

We are very gratified when a client volunteers to us that our service has helped their business. We would like to spread these success stories more widely. Other clients may learn from your description of how your use of our services has helped you. If you would like to offer your description of how your business has been helped by OSI services, please email it to the manager. If your story is chosen, you will get \$50 off your next bill.

***MEMBER OF THE MONTH***

BNI, or Business Networking International has become a member of OSI, and has meetings at our premises at 7:30 AM every Wednesday. We have attended meetings and find them well organized. The group has openings for a physician, a mental health professional, a CPA, and a health foods vendor. If you would be interested in attending a session, give Jack a call at 202 835 0680 or email Jack@osioffices.com

***CONTACTING OSI***

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