

Special Interest Articles:

- Grand Opening and Photos
- Telephone Upgrades
- Helpful tips for clients

Blue Ash Office Suites (513) 469.1220

Grand Opening of CoWorking Center

It is finally here. The CoWorking Center and Business Lounge are open for client use. Blue Ash Office Suites was pleased to welcome the Cincinnati Regional Chamber of Commerce on Friday April 20th for the official ribbon cutting ceremony. Members of the business community and many of our valued clients were in attendance as well. We would like to thank everyone in attendance for celebrating this exciting new development with us.

Moving forward we invite you to stop into the CoWorking Center and

Business Lounge on the first floor to check out the improvements and enjoy the Cincinnati themed artwork. It is a great place to take a few minutes to work away from the office, enjoy a cup of coffee and read the paper or just chat with your office neighbors. WIFI and hard wire internet connections are available for laptop users and there are a number of available work spaces and seating areas.

Blue Ash Office Suites is also taking suggestions for features you would like to see in the CoWorking Center area and around

the suite itself. If you have a suggestion for upgrades, improvements or additional services please feel free to drop it off in the suggestions box located in the client service area.

CoWorking is a flexible option for today's professional and we offer packages to fit any budget and business need. If you know someone who might be interested in CoWorking opportunities with Blue Ash Office Suites please contact Julie Krause at (513)618.6500 to find out how you can receive rent discounts just by referring associates.



Want your business featured in our next newsletter? Contact a member of the Blue Ash Office Suites Team to sign up to be featured in an upcoming Client Spotlight!



Telephone System Upgrade

Over the past several months Blue Ash Office Suites has been working on a number of improvements and upgrades to allow us to better serve our clients. One exciting project that is currently in the works is a brand new phone system. The phone system upgrade will take place in the next several months and will offer user friendly service and a number of expanded features to accommodate our clients growing telecommunication needs.

Expect additional communication regarding the process of the upgrade

as we get closer to the date of the switch. Clients will maintain existing phone numbers. Please note that the intention is to complete the changeover of systems with minimal interruption to our client's business during the process. You should not experience any service loss during the upgrade.

If you have suggestions on phone services or features that would be helpful to your business please email suggestions to the team at info@blueashofficesuites.com or speak to a member of the onsite staff.

Just the Fax! Only the Fax!

Have to send a fax? Don't forget you can send a fax from the business lounge copy machine. All you need is your 8 digit user code and long distance code (if your fax is to an out of area recipient.

Just log on to the copier, place your fax on the input tray and dial 9 before the recipient fax number. If you fax is long distance dial a 9 then 1 and the area code and fax number immediately followed by your long distance code. Hit the large

green start button to send the fax. You should see the green light next to "Communicating" when your fax is being sent and receive a confirmation page when it is successfully received.

The onsite team is available to assist if you have problems sending a fax or would like a team member to process a fax on your behalf. There are also instructions posted in the copier area for your convenience.

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"Blue Ash Office Suites, Providing Private and Virtual Office Solutions to any size business!"

New Website:

Blue Ash Office Suites is pleased to announce the unveiling of our new and improved website. Visit us at www.blueashofficesuites.com for photos, information and our newsletter archives.

Mail Drop



With the opening of the CoWorking Center and Business Lounge the after-hours mail drop procedure has changed. Mail can be hand delivered with or without postage at the front desk at any time. There will be a basket at the desk for outgoing mail left afterhours.

If you prefer to drop mail in a locked location feel free to place mail under the door of Assistant General Manager, Joanna Nilson, in office 109 for post on the next business day.

Kitchen Notes

The improvements in the suite have extended all the way into the kitchens with the addition of more comfortable seating in both break rooms and the addition of cable TV in the 2nd floor break room. Please note that the vending area has been moved to the other side of the same hallway if you plan to grab a soda or a snack. We hope that the upgrades in the kitchen help allow more clients to take advantage of the areas.

In order to provide the best work and break time environment for all clients we would like to remind everyone to please help keep the kitchens tidy throughout the day. The Blue Ash Office Suites team will continue to check on the kitchens frequently but we ask your assistance in ensuring you leave the kitchen free of spills or mess after use and refrain from washing solid food or other garbage down the sink drains in order to prevent backups. Thank you for your continued assistance in keeping these areas neat and clean throughout the day.

