

Special Interest Articles:

- Suite Management Transition
- Pancake Breakfast
- Kitchen Notes

Blue Ash Office Suites (513) 469.1220

Suite Management Transition

Blue Ash Office Suites Community,

I wanted to take a moment to let everyone know that I am leaving my position at Blue Ash Office Suites. I have decided to take this next year to complete my Elementary Education degree at Northern Kentucky University.

I have enjoyed my time here at the suite and value the opportunity to work with so many

wonderful clients over the past couple years. Even though I will miss my colleagues and clients, I am looking forward to the new challenges ahead of me.

Tricia Mueller has been promoted to General Manager and we have hired Vanessa Vasquez as the new Assistant General Manager.

I will be staying on part-

time to ensure that both Tricia and Vanessa are properly trained and fully prepared to run the suites as all of our clients have come to expect. Jackie Hunter will remain at the front desk and continue to provide you with excellent customer service.

I wish you all the best,

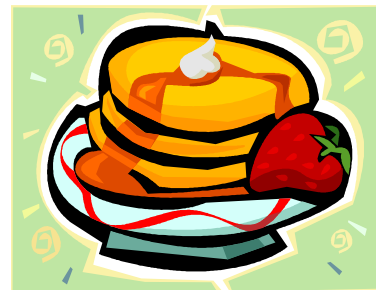
Joanna Nilson

Upcoming Client Events: Pancake Breakfast!

Here at Blue Ash Office Suites we are very grateful for our clients and we would love the opportunity to say thank you. What better way than with food?

We will be serving pancakes, sausage, juice, and plenty of conversations. We are interested in seeing which employee can serve up the perfect pancake!

This will also be a great time to say goodbye to Joanna Nilson before she leaves and get to know our new employee Vanessa Vasquez.



When: Friday May 31st

@ 9:00 am

Where: Co-Working Space

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!

Kitchen Notes

We love our ice but unfortunately we had some problems with the ice maker in the first floor kitchen. Please bear with us while we try to resolve the problem. We will continue to provide you with ice that you can find in the freezer section of the refrigerator until the machine is fixed or new one is purchased.

We hope you like the additional mugs and new blue glasses purchased for our suites. It would be very helpful and appreciated if those borrowed each day can be returned to the same kitchen from which they came from to insure there is an adequate supply for everyone each day as needed.

Also, 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. Please 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.



Summer is upon us!!! Please be sure to contact any of the Blue Ash Office Suites staff to help with your business needs so you can get out there and enjoy it!!!

- Catering/Lunch Orders
- Dry Cleaning Pick Up
- Shipment Preparation
- Remote Call Forwarding
- Follow Up Calls
- Caller Qualification
- Expense Report Preparation
- Binding/Collating
- Data Entry
- Appointment Setting
- Travel Planning
- Personal Shopping
- Office Supply Orders

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

Reminder of Holiday Schedule

In observance of the Holidays, Blue Ash Office Suites will be closed for business on the following days:

Monday May 27th
Thursday July 4th

If you or your associates plan to access the building during non-business hours please ensure you are familiar with your 4 digit entry code. Feel free to contact a Blue Ash Office Suites team member if you need assistance with the system.

There's an App for That!

Blue Ash Office Suites has joined the social media revolution. We are sharing information on small business growth, updates on co-working, virtual offices and even suite events online.

Follow us on **Twitter** @blueashoffcstes or **LinkedIn** www.linkedin.com/company/blue-ash-office-suites, or "like" us on **Facebook** before January 1st to be entered to win 1 hour of clerical service, or 1 hour of free meeting room time! You can even "check in" on FourSquare to be eligible.

If you would like us to share news about your business through our network, send updates to tmueller@blueashofficesuites.com

Proper Toner Cartridge Disposal

Have an empty ink or toner cartridge to discard. Remember, toner cartridges should not end up in the landfill.



Let us help.

Bring your empty cartridge to the front desk and we'll ensure it is recycled properly.

