

## Special Interest Articles:

- Holiday Party Announcement
- Welcome Tricia Mueller to the Team
- Referral Program

Blue Ash Office Suites (513) 469.1220

## Annual Holiday Party



As another year comes to an end, the team at Blue Ash Office Suites would like to show everyone our appreciation for working with us in 2012. Our annual holiday party will be held on Wednesday, December 19<sup>th</sup> at noon in

the co-working space on the first floor of the suite.

Stop by and enjoy lunch and sweets on us. This is a great opportunity to take a break from your busy day and get to know your neighbors.



We are once again collecting Toys for Tots this season. If you would like to donate to the Marine Corps Toys for Tots program please drop off a new unwrapped toy in the collection box in the lobby.

This is a great way to give back to the community. Final collection will be held on December 20<sup>th</sup>.

## Welcome to the Team Tricia Mueller



We are excited to introduce our new team member Tricia Mueller as Blue Ash Office Suites' Assistant General Manager. Tricia comes from a background in

publishing and banking and has a degree in business management.

Since 2001 Tricia has kept busy as a stay-at-home mom of two children. While she enjoyed her time spent at home, she knew she wanted to get back into the professional field once her children were both in school. Tricia was "ready to use my degree again and gain the experience that I had missed while staying at home".

Her goal with joining Blue Ash Office Team is

to apply her previous experience in customer services and business management and help add to the dynamics of the suite. She understands the importance of being a team player and her ability to easily adapt will be an asset for our company.

For those who have not had the chance to meet Tricia, her office is located on the first floor in Suite 109. She will be handling many of the client and technology issues and her door is always open.

Contact Information: Tricia Mueller – (513) 618-6500  
[tmueller@blueashofficesuite.com](mailto:tmueller@blueashofficesuite.com)

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!



## Extra Money in Your Pocket

Do you have a colleague in the market for office space? Our flexible terms, additional services and convenient location are just a few benefits of having an office at Blue Ash Office Suites.

We consider our clients a valuable partner in making this company a success. By taking advantage of Blue Ash Office Suites' referral program, you can put extra money in your pocket. Choosing your neighbors has never sounded better.

Referrals that result in a contracted full time office are eligible for the following referral bonuses:

### 3 month private office

\$100 referral bonus

### 6 month Private Office

\$250 referral bonus

### 12+ month Private Office

\$600 referral bonus

*\*Make sure your contact lets us know that you referred them when they come in for a tour.*

## Last Minute Services

Are you running out of time with your busy schedule? Let us take some of the load off. Here at Blue Ash Office Suites we offer many services that will allow you to concentrate on your business and family during the holiday season.

### Services include:

- Greeting Card Preparation
- Personal Shopper Services
- Gift Delivery and Shipping
- Follow Up Calls
- Appointment Setting
- Any Other Customized Services

Don't forget to schedule your end of the year business meetings. Our meeting rooms and guest offices are filling up fast. If you don't have time to travel, take advantage of our videoconference capabilities. Contact Jackie at the front desk today to ensure you obtain the reservation needed.



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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:

Tuesday December 25<sup>th</sup>  
Tuesday January 1<sup>st</sup>

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](http://www.linkedin.com/company/blue-ash-office-suites), or "like" us on **Facebook** before January 1<sup>st</sup> 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 [jnilson@blueashofficesuites.com](mailto:jnilson@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.

