



MESSAGE FROM DIANE

FAX FINDER

The recent upgrade to our telephone system allows us to provide a dedicated fax number which will deliver faxes directly to your email. A great convenience for those of us traveling or using “smart phones”. Ask MaryEllen or Diane about setting up this convenient new service. The cost is \$25 per month. If you are someone who only receives an occasional fax, we can provide this service on a per page basis at \$1.00 per page, printed or forwarded to your email from ESI.

HI SPEED INTERNET IMPROVEMENTS

By the time you read this we should have completed the installation of a new faster fiber circuit for internet access. We will continue to monitor and evaluate our service.

NEW PARTNER LOCATION!

ExecuSuites has partnered with Executive Office Suites, Inc. located in McLean, VA to provide you with meeting spaces and shared office time for those occasions when you need the convenience of a northern VA location. Convenient to Dulles airport, Executive Office Suites is in the heart of the Tysons Business District. For more information on Executive Office Suites please visit their website: www.execofficesuites.com.

Susan will coordinate your meeting requests for that location. Please see Diane or MaryEllen for more information.

COMING SOON - VIDEOCONFERENCING



NOTE: CLARIFICATION OF LATE PAYMENT FEES

Our billing program automatically assesses a late fee if payment has not been received by 10 days after the due date. Check your invoice for references to the due date. If you have any questions feel free to contact MaryEllen or Diane.

LUNCH AND LEARN

One of ESI's greatest assets is the unique sense of community fostered by our clients. We are fortunate to have such a diverse gathering here and would like to invite you to host a brown bag lunch to spotlight your business to all the clients. Your topics are your choice: what you do, your business models, your services, ask for suggestions on growing your business, or just a round table discussion of how to succeed in today's economic and tech savvy world.



The Greening of ESI

In December we introduced reusable mugs. You may have also noticed that we are using recyclable paper plates. We have new containers in both kitchens for paper and co-mingled materials: glass, plastic and cans. Please refer to the posters above the containers for the proper items to be recycled. Everyone should have a desk side container for paper recycling, these are to be emptied into the larger blue bins in the kitchens each Friday for pickup. Building management has replaced our light fixtures with higher efficiency units and reworked the emergency lighting system. Please help us reduce our carbon footprint by practicing recycling and suggesting more ways ESI can improve our practices.

HVAC



Brandywine, our building management company, has instituted a request policy for those tenants using the facilities on Saturdays and Sundays. If you are in the building between 9am and 1pm on Saturdays, please be sure to see one of our receptionists for an HVAC form to ensure that there are appropriate air services, these requests are at no additional charge. These requests need to be given before 11am on Fridays. If you are a company that usually works each Saturday please see Diane to facilitate that request with Brandywine. Any HVAC request for workers here after 1pm on Saturday and at any time on Sunday will require an additional fee.

HOUSEKEEPING

ESI WELCOMES OUR NEWEST CLIENTS

Just a few items to help keep your business and ours running smoothly:



Remember, if you change any of your information, billing address, cell phone number, email address, please update us!



The last Friday of each month has been designated as refrigerator cleaning day. Please make sure to label all food with your name and the date when using the fridge to ensure your fresh food remains.

January – February – March

- The Auerbach Law Firm
- Projects People International
- Lord & Browne
- Tellenger
- GreenTek of Maryland
- ICTM
- Direct Pay Solutions Center
- CTE Workshop
- CarGroup Holdings

REFERRAL REWARDS

ExecuSuites appreciates the client referrals you so graciously send our way and we value your confidence in our services. ESI would like to thank you by giving you a \$50.00 fee for every office or service plan contracted by your personal referral.

