

# HOW TO OPERATE MORE EFFICIENTLY AND REDUCE OFFICE COSTS

Harris Office Suites<sup>Plus</sup> offers the following professional facilities, services and systems at our newly remodeled and redecorated 619 Main Street location.

No capital investment is required.

- **Private offices** with 24-hour access, 7 days a week. All offices at street level with no stairs. Refrigerated air conditioning throughout the building. Utilities and janitorial services are provided.
- **Furnished offices** are available by special arrangement.
- **Receptionist** to greet clients and visitors in professionally decorated reception area.
- **Personalized telephone answering**, routing and call screening during normal business hours, with after-hours voice mail.
- **State-of-the-art digital telephone services** providing quality and flexibility. Innovative Extra Device Port (XDP) connects any analog device to your phone. (i.e. fax, computer, modem, answering machine, cordless phone.)
- **Business Identity Program** available offering personalized telephone answering, private voice mail, mail receipt, conference room usage and more.
- **Photocopying equipment and fax services** available to all tenants.
- **Conference room** with visual aids — also available on hourly/daily basis to the public.
- **Incoming and outgoing mail services** with postal metering, pickup and delivery, UPS, FedEx and courier services arranged.
- **Broadband InterNet accessible** for E-mail and other online services.
- **Kitchenette** with coffee service.

## Harris Office Suites<sup>Plus</sup> adds up to the smart way to run a business

- As businesses of all types become more cost and time conscious, the shared office concept — or executive suites — provides savings, flexibility and convenience. You can save up to 60% of the cost of staffing, equipping and managing your own office with no capital investment on your part.
- For one monthly fee you will be able to work in a professional corporate environment that you and your clients will appreciate.
- Support services are available on an “as needed” basis. You pay only for what you use.
- Whether you are a smaller business or independent entrepreneur seeking a professional location; a large corporation opening a branch office or experiencing a budget cutback; a new venture testing the marketplace; or simply someone who has outgrown a home office — then Harris Office Suites<sup>Plus</sup> may be the solution that makes the most sense for you.
- Ideal for corporate satellite offices, sole practicing attorneys, financial and independent software consultants and natural resource consultants.

### Convenient downtown location

- **Parking available** in our parking lot at the rear entrance of the building.
- **Central business district location** convenient to government offices, businesses and retail.

### Flexible service terms

- With single itemized monthly billing, you pay only for the services that you use during the month.

**HARRIS OFFICE SUITES<sup>PLUS</sup>**

			5	2		
Grand Ave.						
2nd St.		3rd St.	4	4th St.	8	5th St.
			6		9	10
Rood Ave.						
			7		11	
Main Street						
1			3			12
						14
Colorado Ave.						
						15

- 1 Two Rivers Convention Center
- 2 Public Library
- 3 Wells Fargo Bank
- 4 Post Office
- 5 U.S. Bank
- 6 Aspinall Federal Building
- 7 Commercial Federal Bank
- 8 Alpine Bank
- 9 City Hall
- 10 County Building
- 11 American National Bank
- 12 **Harris Office Suites<sup>Plus</sup>**
- 13 **Harris Parking Lot**
- 14 Avalon Theater
- 15 State Office Building
- 16 County Adm. Bldg.

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**Harris Office Suites<sup>PLUS</sup>** offers a shared office approach of facilities, equipment and support personnel.

- This concept will increase productivity, while it reduces operating costs.
- In a professional corporate environment, your efforts will be directed entirely to your business, with the Suite responsible for typical office management.
- You'll benefit from having a professional receptionist and administrative support, without the headaches of hiring, training and handling employee benefits.
- With no capital investment or maintenance problems, you'll have access to state-of-the art business equipment.
- In this shared setting with other professionals, you can increase your contacts through networking.
- We will work with you to put together a set of services that will fit your individual business needs.
- You'll have access to all these facilities and services at a cost far below that of staffing and equipping your own office.

Open up, to see exactly what services Harris Office Suites<sup>PLUS</sup> can provide in our convenient downtown location.

## WHO IS HARRIS?

Once, long before the Mall and North Avenue developments began to sprout, most of Grand Junction's car dealerships resided on Main Street. Harry Harris owned one of these. From the 619 Building he operated Harris Auto Company where Buicks — later Pontiacs and Cadillacs, too — were sold beginning in 1925.

The son of a Georgetown miner, Harris worked his way to the top of three unrelated business ventures before his death in 1954. He combined his commercial career with a creditable record of community service. Earlier Harris managed a Kansas mercantile business, then owned and operated fruit ranches near Grand Junction. Harris associates John Ponsford and R. M. Collier continued to operate the Main Street dealership after Harris retired.

Buick Roadmasters were replaced by office furniture after the Collier-Ponsford dealership moved to North Avenue. The current owners chose to bring back the Harris name in developing Harris Office Suites<sup>PLUS</sup>. While growing up in Grand Junction, we remember the Main Street auto dealership down the street from the Avalon Theater, and wish to honor the memory of its proprietor.

**HARRIS**  
**OFFICE SUITES<sup>PLUS</sup>**

619 Main Street

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619 Main Street, Grand Junction

A new concept  
in office design.  
Take advantage  
of shared services  
to increase  
productivity  
and cut  
office overhead.