



WELCOME TO THE KEYSTONE BUILDING

3823 West 12th St
Erie, PA 16505

Dear Tenants,

We'd like to welcome you to The Keystone Building, located at 3823 West 12th St, Erie, PA 16505.

Here are the quick facts about the building:

Year built: 1970

Office space: 25,446 sf

Warehouse space: 6,000 sf

Owner: Columbus Square Partnership by Joyce A Miller, Partner

Amenities: Executive Conference Room, Training Room, Warehouse
(see description of AWD services)

Anchor Tenants: KeyStone Research Corporation
Northwest Institute of Research

Other office tenants as of April 2010:

Keystone Business Service Center
Veterans of Foreign Wars – Suite A
Point. Click. Learn/ The Learning Lab – Suite B
Energy Medicine Consultants/NIKKEN
Via Associates
NashDom Realty
Affordable Care
Banker's Insurance
Prepaid Legal Services

Warehouse Tenants:

Erie Life Magazine
The Patio Shop
Exercise Store

As a tenant at the Keystone Building you have access to a wide range of services provided by the Keystone Business Service Center.

Keystone Business Service Center is located within the building and will be glad to provide you with the following services:

- ✓ Assembly/Warehousing/Distribution
- ✓ Process Improvement
- ✓ Marketing Research
- ✓ Program Evaluation

TRAINING & CONFERENCE ROOM FEATURES:

- LCD Projector - VCR Player - DVD Player
- High Speed Internet Connection
- Wall-Mounted Wide Screen
- Transparency Projector - Flip Chart
- White/Chalk Board - Markers/Pens and Pencils
- Push Pins - Sign-In Form

ASSEMBLY/WAREHOUSING/DISTRIBUTION

- Warehouse goods and provide distribution services for merchandise
- Supplies can be shipped directly to our warehouse for later distribution
- Fax, phone, e-mail or electronically submit orders for distribution
- Local delivery, along with national shipping services
- Secure order processing
- Tracking of inventory and shipping
- Packing, handling and shipping goods
- Shipping notifications emailed to customers
- Order fulfillment, Pick & Pack

Fulfillment Service refers to the storage, processing, and shipment of goods by a third party. It involves receiving, storing and repackaging inventory into sellable units, then shipping the goods to customers.

The fulfillment process is rarely the core competency of a company. Using our fulfillment-outsourcing services can relieve a company of this time-consuming responsibility and allow them to focus on key drivers such as marketing, product development, etc.

PROCESS IMPROVEMENT

Our process improvement team will help you modify your business processes to ensure effective operations. We will provide you with systems and tools to help your company adapt to the changing business environment, and continuously improve the quality of your products and services. We will help you translate your increased effectiveness into dollars saved and significantly improve your bottom line.

- Process design for new entities and facilitation/implementation of process change for mature companies
- Over 33 years of experience in process improvement
- Training and implementation of the latest process improvement tools
- Service industry expertise

The application of these services is widespread and covers limitless possibilities. Please contact us with your specific request.

MARKETING RESEARCH

Our Marketing Research Team has:

- Over 30 years of experience in research
- Membership in professional associations
- Numerous publications

Our services include, but are not limited to:

- Satisfaction Surveys
- Focus Groups