

Client Report: ASTRID (SCHMIDT) BOOKKEEPING SERVICE

Client Details

Name	ASTRID (SCHMIDT) BOOKKEEPING SERVICE
Xerox Number	
Community	
Address	
PO Box	
Phone	
Email	None
Contact 1	
Contact 2	
I.T. Vendor	
OECM	
Comments	

Products

Model	Serial	Install Date	Status	Lease holder	Contract Expires	Comments
No products found.						

Logbook Entries

Date	Type	Title	Due Date	Action
Nov. 20, 2025	CONTRACT	CPC Contract / Doralee	Dec. 6, 2025	November 20th, 2025 - sent the CPC contract details to Doralee to get the contract created for Astrid to sign.
Nov. 8, 2025	CONTRACT	LEASE INVOICES	Feb. 1, 2026	November 20th, 2025 - received first payment to Kap Data (of 22) / e-transfer. On February 1st, send her the next invoice via email. November 18th, 2025 - asked Astrid if all has been resolved with the cheque printing issue that Pierre was going to help her with. Need to make a decision if she's

Date	Type	Title	Due Date	Action
				keeping it or not. November 8th, 2025 - sent the first quarterly payment invoice to Astrid. Asked her if she wants to be on the CPC plan or just purchase toners from Ted as needed. Ask Tammy to prepare invoices (22) and to create a spreadsheet for tracking.
Aug. 11, 2025	PROPOSAL	FILE TRANSFER: OUTLOOK	None	AUGUST 11, 2025 - FILE TRANSFERRED FROM OUTLOOK.