

Client Report: SOURIS RIVER CANOES

Client Details

Name	SOURIS RIVER CANOES
Xerox Number	
Community	Atikokan
Address	
PO Box	
Phone	
Email	None
Contact 1	Arlene and Keith
Contact 2	
I.T. Vendor	
OECM	
Comments	Keith's phone number is 807-595-0743

Products

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

Logbook Entries

Date	Type	Title	Due Date	Action
Nov. 18, 2025	ISSUES	Return Equipment	Dec. 6, 2025	November 21st, 2025 - exchanged notes with Keith, Kevin Cho, Jeff, and Dana to get the equipment removed and not have any additional invoices sent to the customer. Check with Jeff next for the removal date in Atikokan. November 19th, 2025 - sent another email to Arlene and Keith and included information from Christine Fletcher to ensure they are not charged any renewal invoices. Just need to find out when the machine will be removed. November 18th, 2025 - exchanged emails with Arlene and Keith. They want to return the machine to Xerox / their lease expires on November 20th.

Date	Type	Title	Due Date	Action
				Told them I would pay any invoices that come up through the transition. Dana said she would waive the removal fee. Asked Christine to cancel any lease renewal fees.