

Client Report: STEVEN CAVAR PROFESSIONAL

Client Details

Name	STEVEN CAVAR PROFESSIONAL
Xerox Number	
Community	
Address	
PO Box	
Phone	
Email	
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
Oct. 17, 2025	CONTRACT	Buyout Request	Dec. 6, 2025	November 18th, 2025 - resent the request to Christine to get approval to write off the last lease renewal invoice. Emails exchanged with Steve. Follow up on Friday. October 17th, 2025 - exchanged emails with Steve (spoke with him last week) and got Dana's help for the next steps. He wants to purchase the old machine. We need to confirm that his account is now cleared and all the late fees are waived. He also needed support with changes to addresses in the system - I directed him to the help desk for this task.