

Client Report: MFIDSAB / MINISTIK SCHOOL

Client Details

Name	MFIDSAB / MINISTIK SCHOOL
Xerox Number	
Community	MOOSE FACTORY
Address	9 Horden St Moose Factory ONT P0L 1W0
PO Box	160
Phone	705-658-4371
Email	None
Contact 1	Nathan Beck
Contact 2	
I.T. Vendor	Subnet Systems: Steve and Serge
OECM	NO
Comments	MOOSE FACTORY ISLAND DISTRICT SCHOOL AREA BOARD office and Ministik School

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	SERVICE	Supplies Management	Dec. 6, 2025	November 20th, 2025 - sent an email to Jennifer and her Admin Assistant about ordering supplies and getting set up on the portal. Call her on Friday to make sure everything has been taken care of.
Nov. 20, 2025	FLEET REPORT	Fleet Report / Tammy	Jan. 25, 2026	November 20th, 2025 - Give the file to Tammy to create a new fleet report.

Date	Type	Title	Due Date	Action
Oct. 20, 2025	CONTRACT	REMOVALS	Dec. 6, 2025	November 20th, 2025 - sent the removal confirmation details to Dana - need to ensure the contract is closed in the system. REMOVALS to be scheduled next. November 5th, 2025 - confirmed with Durmiyaa that the installations will be done next week. November 4th, 2025 - confirmed that a tech will be in Moose Factory next week to do the setup of the new units. Schedule the removal of the old devices afterwards. October 20th, 2025 - sent an email to Nathan to confirm the delivery and removal "next steps". Included Jason.
Oct. 20, 2025	CONTRACT	PaperCut Installation	Dec. 6, 2025	November 20th, 2025 - Papercut meeting date moved to Friday the 21st at 2 p.m. November 4th, 2025 - confirmed we'll be meeting at 10 a.m. next Monday. October 20th, 2025 - working with Geraldine to schedule the Papercut installation. Waiting for Nathan to confirm the date for him and his team. It will need to be done before the equipment is delivered.
Oct. 3, 2025	CONTRACT	DLL Invoice	Dec. 6, 2025	November 25th, 2025 - sent the invoice to Rebecca for review before sending for processing. November 4th, 2025 - start invoice to DLL. October 3rd, 2025 - received approval from the client to move forward with the new contract. Lease is with DLL - send the XOA for signature. Waiting for the Papercut contract and professional services to come from Digvijay to provide to Nathan for signatures with the equipment contracts. Create the DLL lease using the numbers from Digvijay and the app approval from Rebecca.
Aug. 12, 2025	ISSUES	FILE TRANSFER: OUTLOOK	None	AUGUST 11, 2025 - FILE TRANSFERRED FROM OUTLOOK.