

Client Report: NORTHERN COLLEGE

Client Details

Name	NORTHERN COLLEGE
Xerox Number	
Community	MOOSONEE
Address	P.O.Box 130 Moosonee ONT P0L 1Y0
PO Box	130
Phone	705-336-2913
Email	
Contact 1	Diane Ryder
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	Delivery of new equipment	Dec. 6, 2025	November 20th, 2025 - got the serial numbers and the delivery date from Durmiyaa. Waiting to confirm the date of delivery then let John know. Need to ensure there are no additional bills being sent to them for renewals on their old machines. Get the dates organized for Dana and review.
Nov. 20, 2025	CONTRACT	Removal of 3 units	Dec. 6, 2025	November 20th, 2025 - need to coordinate the removal of the 3 old units. Waiting for a photo of the oldest

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				unit to prove to Xerox that it is still onsite. Call the customer on Friday to confirm we need that photo.
Aug. 20, 2025	CONTRACT	MOOSONEE CAMPUS	None	November 4th, 2025 - sent the Build Out file to Anne Marie and Karthik for processing. Need the Schedule Z and the TC1100 for the removals. Asked Dana if she can "pend" the old serial numbers through this transition. September 10th, 2025 - sent the details to Anne Marie for what the customer wants to order. Ensure we get the old units removed ASAP. September 9th, 2025 - sent the Excel price list to John to choose what equipment and accessories he wants for the Moosonee campus. Then work on this with Anne Marie. August 20th, 2025 - Teams meeting with John this week, discussed Moosonee campus and they want three new machines. Starting the OECM contract process first to see if the College will sign on. Then get the proposal completed for him.
Aug. 20, 2025	CONTRACT	OECM V / CSA	None	September 10th, 2025 - submitted the signed paperwork to Anne Marie for processing. September 9th, 2025 - sent 3 pages to John for review and signatures to be returned. Then submit to Anne Marie and Sarah. Update notes in the CAD document and the OECM document from Anne Marie. August 20th, 2025 - Asked Sarah and Anne Marie for next steps on the OECM CSA for this client. John needs to complete the checklist. Sarah said that it is an internal document only.
Aug. 11, 2025	ISSUES	FILE TRANSFER: OUTLOOK	None	AUGUST 11, 2025 - FILE TRANSFERRED FROM OUTLOOK.