

From: pcbodist-bounces@coyote.csusm.edu on behalf of [Jill Heath](#)
To: pcbodist@coyote.csusm.edu
Cc: [Jake Kirby](#)
Subject: [Pcbodist] Reminder: Campus Copiers to be Serviced & Evaluated by Signa
Date: Wednesday, June 16, 2021 3:59:39 PM
Attachments: [image006.png](#)
[image008.png](#)
[ATT00001.txt](#)



Partners in Campus Business Operations Campus Copiers to be Serviced & Evaluated by Signa

Sent on Behalf of: Procurement Operations

Dear PCBO Community,

Please be advised that Signa, our campus copier provider, will be on campus to evaluate and maintain all of our contracted units. The primary focus will be on copiers that have been dormant for the past year. We have been advised that using the dormant machines without prior maintenance may cause significant damage to the equipment.

To arrange service for your copier, please send an email to service@gosigna.com. Please have your MOD# available, which is on the front of your machine. If you have any questions regarding your copiers, please contact our Signa account representative, Jake Kirby. Jake can provide answers to any questions you may have regarding your copiers. His contact information is below.

Shannon Jake Kirby III

Office: 858.467.7979

Cell: 760.612.9168

✉ Email: jkirby@gosigna.com



[| The Wolf](#) | [Sales Central](#) | [Web JetAdmin](#) | [Security Manager](#)

Thank you.

Procurement Operations
California State University San Marcos