

<b>Internal Audit Check list</b>			
CONTRACT REVIEW			
Created:	17/May 1995	<b>Audit No 02</b>	VM3/COP03 VOP 04
Revised:	16 August 2016	Last printed	Page 1 of 1
Audit Date		Auditor	ISO

<b><u>INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE</u></b>			
<b><u>DATE:</u></b>	<b><u>AUDITOR:</u></b> Audit No 02	<b><u>AUDIT PROCEDURE</u></b> COP's 03, 20.5	
<b><u>QUESTION:</u></b>		<b><u>RESPONSE:</u></b>	<b><u>Y/N</u></b>
Are Telephone orders being logged in the call log correctly			
Are Contact Details being updated in the system correctly Check 5 of this weeks Invoices: Check the Invoice, ORD customer paperwork and CRM are correct. Stamped, initialled and dated correctly 1. 2. 3. 4. 5.			
ORD File(s) are in ORD number order and archived correctly			
Quotes and proformas file used correctly check 3 of each, Box size where relevant, checked as per order , stamped emailed and dated. - check any over the limit set in vm3COP03 have been signed by a director. Quotes 1. 2. 3. Proformas 1. 2. 3.			