

VM3COP20.13 - Sending SOR's

Checklist

<input checked="" type="checkbox"/>	Director authorisation on SOR request paperwork
<input checked="" type="checkbox"/>	SOR Terms and Conditions signed by customer
<input checked="" type="checkbox"/>	SOR number SOR931
<input checked="" type="checkbox"/>	Items been scanned to SOR
<input checked="" type="checkbox"/>	Quotation Cathy to print and include
<input checked="" type="checkbox"/>	Signed delivery note/shipping invoice Cathy to print and include
<input checked="" type="checkbox"/>	Second copy of first page of delivery note/shipping invoice Cathy to print and use as Delivery Note
<input checked="" type="checkbox"/>	Feedback form Cathy to print and include
<input checked="" type="checkbox"/>	Cover letter on letterhead Cathy to print onto letterhead and include
<input checked="" type="checkbox"/>	Relevant leaflet and price list Already sent by email
<input checked="" type="checkbox"/>	Relevant Sales Manager's business card Contact details already sent by email
<input type="checkbox"/>	Blue Viamed folder Cathy to add to hold all paperwork
<input checked="" type="checkbox"/>	Schedule an issue for follow-up SJH to follow up

Paperwork Checklist

To File	To Ship
Copy of delivery note/shipping invoice	Signed delivery note/shipping invoice
Signed SOR request paperwork	Cover letter
Quotation	Customer SOR feedback form
Signed Terms & Conditions	Price list
	Leaflet
	Quotation
	Sales Manager's business card
	Blue Viamed folder