



Steve Hardaker <viamed.steve.hardaker@gmail.com>

---

## Service Exchange Tom Thumbs for Leicester Royal SOR927

1 message

**Steve Hardaker** <steve.hardaker@viamed.co.uk>  
Reply-To: steve.hardaker@viamed.co.uk  
To: Main Account <office@viamed.co.uk>  
Cc: Cathy Green <cathy.green@viamed.co.uk>

26 November 2020 at 15:46

Hi all,

I'm not exactly sure how this works when we are out of the office but I need to send 3x Service Exchange Tom Thumb TT480 to Leicester Royal on loan whilst we service their units.

I have sent an issue to Cathy (#204779) with all of the required paperwork attached, and have also attached to this email for reference, including:

- SOR T&Cs Signed by Trust
- SOR927 - Checklist 20201126
- Delivery Address - MIA Call-Off Agreement - SOR927 20201126

We would normally get a Director's signature but as we are working remotely, please accept my declaration that this has been verbally approved by Steve Nixon and is something that we do every year. I will take responsibility for following up the return of the loan units.

Phil has prepared the goods, I have cc'd this email to Cathy along with the issue and I believe that she has everything that she needs to process this request and send them out.

Please can someone just check that everything appears to be in order, and advise Cathy and/or myself if not. As we cannot currently file paperwork, it can all be found on the issue retrospectively if required.

Please let me know if there are any questions, I'm on leave tomorrow so I would appreciate it if this could be looked at today if possible, thanks.

Regards,  
Steve

Steve Hardaker  
Technical Support Manager  
Viamed Ltd.

**Please note: Viamed is now enacting a coronavirus contingency plan to allow sales and admin Staff to work from home, and I am now working remotely. Telephone calls to the main office will not be**

**answered, but emails will. Orders may take longer to process but we aim to continue to operate and serve our customers as best we can.**

Website: [www.viamed.co.uk](http://www.viamed.co.uk)  
email: [steve.hardaker@viamed.co.uk](mailto:steve.hardaker@viamed.co.uk)  
Tel: +44 (0)1535 634542  
Fax: +44 (0)1535 635582

Sign up to our mailing list, go to [www.viamed.co.uk/sign-up](http://www.viamed.co.uk/sign-up)

Twitter: [twitter.com/ViamedLtd](http://twitter.com/ViamedLtd)  
Facebook: [facebook.com/ViamedLtdUK](http://facebook.com/ViamedLtdUK)  
Company registered in England, No. 1291765.

#### E-mail Disclaimer

---

The information in this email is confidential and may be legally privileged.  
It is intended solely for the addressee. Access to this email by anyone else is unauthorized.  
If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful.

If you feel you have received this email in error or would like to be removed from our mailing list, please reply with delete in the subject line or call +44 (0)1535 634542  
GDPR / Privacy Policy available at [www.viamed.co.uk/policy](http://www.viamed.co.uk/policy)

---

---

### 3 attachments

 **SOR T&Cs Signed by Trust.pdf**  
331K

 **Delivery Address - MIA Call-Off Agreement - SOR927 20201126.pdf**  
1916K

 **SOR927 - Checklist 20201126.pdf**  
2885K