

VM3COP20.13 - Sending SOR's

Checklist

<input checked="" type="checkbox"/>	Director authorisation on SOR request paperwork	Auth'd by SN - See issue 207249
<input checked="" type="checkbox"/>	SOR Terms and Conditions signed by customer	Attached to issue 207249
<input checked="" type="checkbox"/>	SOR number	SOR928
<input checked="" type="checkbox"/>	Items been scanned to SOR	
<input checked="" type="checkbox"/>	Quotation	Not required as will be ordering high volume if successful
<input checked="" type="checkbox"/>	Signed delivery note/shipping invoice	Attached to issue 207249
<input checked="" type="checkbox"/>	Second copy of first page of delivery note/shipping invoice	Attached to issue 207249
<input checked="" type="checkbox"/>	Feedback form	Already emailed
<input checked="" type="checkbox"/>	Cover letter on letterhead	Attached to issue 207249 - Cathy to print to Letterhead
<input checked="" type="checkbox"/>	Relevant leaflet and price list	Already emailed
<input checked="" type="checkbox"/>	Relevant Sales Manager's business card	Not required
<input type="checkbox"/>	Blue Viamed folder	Cathy to add
<input checked="" type="checkbox"/>	Schedule an issue for 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