

VM3COP20.13 - Sending SOR's

Checklist

- ☒ Director authorisation uploaded to linked issue [See issue 264070](#)
- ☒ SOR Terms and Conditions signed by customer [See issue 264070](#)
- ☒ SOR number [SOR947](#)
- ☒ Items been scanned to SOR
- ☒ Quotation [QVM137784 - sent by email](#)
- ☒ Signed MIA Delivery Note/shipping invoice [See issue 264070 - Cathy to print](#)
- ☒ Second copy of first page of MIA Delivery Note/shipping invoice [Cathy to print](#)
- ☒ Feedback form [sent by email](#)
- ☒ Cover letter on letterhead [See issue 264070 - Cathy to print](#)
- ☒ Relevant leaflet and price list [sent by email](#)
- ☒ Relevant business card [Not required - email contact](#)
- ☒ Schedule an issue for follow-up [SJH](#)

Paperwork Checklist

To attach to issue	To Ship
Copy of MIA Delivery Note / shipping invoice	Signed MIA Delivery Note / shipping invoice
Customer SOR request paperwork	Cover letter
Quotation	Viamed product feedback form
Signed Terms & Conditions	Price list
Director authorisation	Leaflet
Cover letter	Quotation
Viamed product feedback form	Relevant business card
Price list	