

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	