

## VM3COP20.13 - Sending SOR's

### Checklist

- Director authorisation uploaded to linked issue [see issue 274157](#)
- SOR Terms and Conditions signed by customer
- SOR number [SOR954](#)
- Items been scanned to SOR
- Quotation [Not required, loan only](#)
- Signed MIA Delivery Note/shipping invoice
- Second copy of first page of MIA Delivery Note/shipping invoice [Goods Out to print](#)
- Feedback form [Not required, loan only](#)
- Cover letter on letterhead
- Relevant leaflet and price list [Not required, loan only](#)
- Relevant business card [Not required](#)
- Schedule an issue for follow-up

### 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 <a href="#">Not required</a>
Signed Terms & Conditions	Price list <a href="#">Not required</a>
Director authorisation	Leaflet <a href="#">Not required</a>
Cover letter	Quotation <a href="#">Not required</a>
Viamed product feedback form	Relevant business card <a href="#">Not required</a>
Price list	