

VM3COP20.13 - Sending SOR's

Checklist

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

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	