

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	