

VM3COP20.13 - Sending SOR's

Checklist

- ☒ Director authorisation uploaded to linked issue Agreed in Sale Meeting by SN, see issue #302421
- ☒ SOR Terms and Conditions signed by customer Not required - giving not loaning
- ☒ SOR number SOR960
- ☒ Items been scanned to SOR
- ☐ Quotation Not required - giving not loaning
- ☒ Signed MIA Delivery Note/shipping invoice
- ☐ Second copy of first page of MIA Delivery Note/shipping invoice To be printed at Goods Out
- ☒ Feedback form Attached to issue
- ☒ Cover letter on letterhead Attached to issue
- ☐ Relevant leaflet and price list Not required - giving not loaning
- ☐ Relevant business card Not required, emailed contact details
- ☒ 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
Signed Terms & Conditions	Price list
Director authorisation	Leaflet
Cover letter	Quotation
Viamed product feedback form	Relevant business card
Price list	