

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	