

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 [To print in Goods Out](#)
- ✓ Feedback form
- ✓ Cover letter on letterhead
- ✓ Relevant leaflet and price list [Sent via email](#)
- ✓ Relevant business card [In contact via email](#)
- ✓ 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	