

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 | |