

## VM3COP20.13 - Sending SOR's

### Checklist

- ☒ Director authorisation uploaded to linked issue
- ☒ SOR Terms and Conditions signed by customer
- ☒ SOR number [SOR963](#)
- ☒ Items been scanned to SOR
- ☐ Quotation [Not required - service exchange loan](#)
- ☒ Signed MIA Delivery Note/shipping invoice
- ☐ Second copy of first page of MIA Delivery Note/shipping invoice [Print in Goods Out](#)
- ☐ Feedback form [Not required](#)
- ☒ Cover letter on letterhead [Print in Goods Out](#)
- ☐ Relevant leaflet and price list [Not required - done via email](#)
- ☐ Relevant business card [Not required - done 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                                   |   |