

VM3COP20.13 - Sending SOR's

Checklist

- ☒ Director authorisation uploaded to linked issue
- ☒ SOR Terms and Conditions signed by customer
- ☒ SOR number [SOR965](#)
- ☒ Items been scanned to SOR
- ☐ Quotation - [Not required, service loan only](#)
- ☒ 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, service loan only](#)
- ☒ Cover letter on letterhead - [Print in Goods Out](#)
- ☐ Relevant leaflet and price list - [Not required, service loan only](#)
- ☐ Relevant business card - [Not required, in email contact](#)
- ☒ 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 | |