

VM3COP20.13 - Sending SOR's

Checklist

- ☒ Director authorisation uploaded to linked issue
- ☒ SOR Terms and Conditions signed by customer
- ☒ SOR number [SOR972](#)
- ☒ Items been scanned to SOR
- ☐ Quotation [Not required, service loan](#)
- ☒ Signed MIA Delivery Note/shipping invoice
- ☒ Second copy of first page of MIA Delivery Note/shipping invoice [To be printed in Goods Out](#)
- ☐ Feedback form [Not required, service loan](#)
- ☒ Cover letter on letterhead [To be printed in Goods Out](#)
- ☐ Relevant leaflet and price list [Not required, service loan](#)
- ☐ 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	