

## VM3COP20.13 - Sending SOR's

### Checklist

- Director authorisation uploaded to linked issue
- SOR Terms and Conditions signed by customer
- SOR number **SOR969**
- 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 - [To print in Goods Out](#)
- Relevant leaflet and price list
- Relevant business card
- 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
<del>Quotation</del>	<del>Viamed product feedback form</del>
Signed Terms & Conditions	<del>Price list</del>
Director authorisation	<del>Leaflet</del>
Cover letter	<del>Quotation</del>
<del>Viamed product feedback form</del>	<del>Relevant business card</del>
<del>Price list</del>	