

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
Quotation	Visited product feedback form
Signed Terms & Conditions	Price list
Director authorisation	Leaflet
Cover letter	Quotation
Visited product feedback form	Relevant business card
Price list	