

CH 15/11/16

**CHECKED**

## Sending SOR Checklist

- Director authorisation on SOR request paperwork
- SOR Terms and Conditions signed by customer
- SOR number
- Items been scanned to SOR
- Quotation
- Signed delivery note/shipping invoice
- Second copy of first page of delivery note/shipping invoice
- Feedback form
- Cover letter on letterhead
- Relevant leaflet and price list
- Relevant Sales Manager's business card
- Blue Viamed folder
- Schedule an issue for follow-up

## Paperwork Checklist

| To File                                | To Ship                               |
|----------------------------------------|---------------------------------------|
| Copy of delivery note/shipping invoice | Signed delivery note/shipping invoice |
| Signed SOR request paperwork           | Cover letter                          |
| Quotation                              | Customer SOR feedback form            |
| Signed Terms & Conditions              | Price list                            |
|                                        | Leaflet                               |
|                                        | Quotation                             |
|                                        | Sales Manager's business card         |
|                                        | Blue Viamed folder                    |