

Sending Samples Checklist

- Director authorisation on samples request paperwork
- SOR number
- Items been scanned to SOR
- 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

CHollings
APPROVED 20 OCT 2016

Paperwork Checklist

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