

## Sending Samples Checklist

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- ☐ 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

### 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