

DISTANCE SALE VEHICLE PURCHASE AGREEMENT

UK garage / dealer vehicle sales order and purchase agreement template

Important: This template is a general business document for recording vehicle sales orders, purchase agreements, finance conditions, part-exchange values, deposits, amendments, cancellation records and handover readiness. It is not legal, tax, accounting or financial advice. Have it checked by a qualified adviser for your exact business, finance permissions, consumer process and jurisdiction before relying on it.

| | | |
|--------------------------------------|-------------------|---------------|
| Form reference / sales order number: | Date: | Staff member: |
| Vehicle registration: | Customer / buyer: | Salesperson: |

Purpose

Used when the customer buys online, by phone, email, or without visiting the premises.

Details to Record

| | |
|--|---|
| Customer full name: | Customer address: |
| Vehicle registration: | Vehicle description: |
| Mileage: | Sale price: |
| Delivery charge: | Deposit: |
| Balance payable: | Cancellation rights notice provided? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Return responsibility explained: | Delivery date: |
| Customer confirms agreement at distance: | |

Notes / Supporting Evidence

Compliance / guidance note: For distance/online sales, GOV.UK says the business must tell the customer they can normally cancel up to 14 days after the order is delivered.

Notes, supporting evidence, customer communications, order conditions, handover notes or follow-up action:

Signatures / Acceptance

| | |
|------------------------------|---|
| Customer signature: _____ | Garage representative signature: _____ |
| Date: _____ | Time / reference: _____ |