

OPTIONAL EXTRAS SALES 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 agrees to buy extras with the vehicle.

Details to Record

Customer full name:	Vehicle registration:
Paint protection:	GAP product, if offered:
Warranty upgrade:	Service plan:
Dashcam/accessories:	Delivery fee:
Admin fee, if any:	Total extras cost:
Customer accepts selected extras:	Customer declines unselected extras:

Notes / Supporting Evidence

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

Signatures / Acceptance

Signature: _____	Garage representative signature: _____
Date: _____	Time / reference: _____