

ORDER CANCELLATION FORM

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 a signed order is cancelled before completion.

Details to Record

Customer full name:	Vehicle registration:
Sales order number:	Cancellation date:
Reason for cancellation:	Customer changed mind:
Finance declined:	Vehicle fault found:
Part-exchange issue:	Distance sale cancellation:
Deposit refund amount:	Refund method:
Manager approval:	

Notes / Supporting Evidence

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

Signatures / Acceptance

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