

# ORDER REINSTATEMENT 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 cancelled order is later reinstated.

## Details to Record

Customer full name:	Vehicle registration:
Original order number:	Cancellation date:
Reinstatement date:	Updated price:
Updated finance details:	Updated delivery/collection date:
Customer confirms they wish to proceed:	Garage approval:

## Notes / Supporting Evidence

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

## Signatures / Acceptance

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