

PART-EXCHANGE SALES ORDER 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 the customer's part-exchange is part of the deal.

Details to Record

Customer details:	Vehicle being purchased:
Purchase vehicle price:	Part-exchange vehicle registration:
Part-exchange mileage:	Agreed part-exchange value:
Finance settlement amount:	Positive equity:
Negative equity:	Balance payable:
Customer declaration:	

Notes / Supporting Evidence

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

Signatures / Acceptance

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