

PRE-SIGNATURE SALES ORDER CHECKLIST

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 before the customer signs the purchase agreement.

Details to Record

Customer details checked:	Vehicle details checked:
Mileage checked:	Price checked:
Deposit terms checked:	Part-exchange checked:
Finance disclosure completed, if applicable:	Warranty terms attached:
Distance sale notice attached, if applicable:	Known defects disclosed:
Terms and conditions attached:	

Notes / Supporting Evidence

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

Signatures / Acceptance

Staff member signature: _____	Manager signature: _____
Date: _____	Time / reference: _____