

RETAIL VEHICLE PURCHASE 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 as the main legally binding agreement between the garage and a retail customer.

Details to Record

Buyer/customer details:	Seller/garage details:
Vehicle registration:	VIN/chassis number:
Make, model, trim:	Mileage:
Sale price:	Deposit:
Balance due:	Included items:
Excluded items:	Warranty included:
Terms and conditions attached:	Customer confirms they agree to buy:
Garage confirms it agrees to sell:	

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: _____