

SALES ORDER MANAGER APPROVAL 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 internally before accepting a discounted or unusual deal.

Details to Record

Salesperson name:	Customer name:
Vehicle registration:	Advertised price:
Agreed sale price:	Discount amount:
Part-exchange value:	Expected gross profit:
Finance commission, if applicable:	Warranty/add-ons:
Deal risk notes:	Manager approval:

Notes / Supporting Evidence

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

Signatures / Acceptance

Customer signature: _____	Salesperson / garage signature: _____
Date: _____	Time / reference: _____