

# VEHICLE ORDER AMENDMENT 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 sales order changes after being signed.

## Details to Record

Original sales order number:	Customer full name:
Vehicle registration:	Original price:
Revised price:	Amendment reason:
Finance change:	Part-exchange change:
Warranty change:	Delivery change:
Customer accepts amendment:	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: _____