

VEHICLE RESERVATION TO 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 when a reservation becomes a full sales order.

Details to Record

Customer name:	Vehicle registration:
Reservation amount paid:	Reservation date:
Reservation expiry date:	Vehicle price:
Deposit converted to sale deposit? [] Yes [] No	Final balance due:
Customer confirms they wish to proceed:	Garage confirms vehicle removed from sale:

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: _____