

INSURANCE WRITE-OFF DESCRIPTION FORM

Used where the vehicle has been written off or has an insurance category.

Important: This template is a general business record only and is not legal, tax, accounting or compliance advice. Adapt it for your process and have it checked by a qualified adviser before relying on it.

1. Vehicle / Customer / Core Details

Vehicle registration:

2. Description, Checks and Disclosure Details

Insurance write-off marker? Yes / No

☐ Yes ☐ No ☐ N/A

Category A / B / S / N / other:

Date of write-off, if known:

Repair evidence supplied? Yes / No

☐ Yes ☐ No ☐ N/A

Structural repair evidence, if applicable:

Disclosure wording for advert:

Disclosure wording for sales invoice:

Customer acknowledgement:

3. Approval, Acknowledgement and Signatures

Customer signature:

4. Office Use Only

Stock/deal file updated?:

Supporting documents attached?:

Reviewed by:

Date reviewed: