

MILEAGE DESCRIPTION FORM

Used to record how mileage is described to the customer.

Important: Business Companion says traders should carry out the necessary checks to verify mileage, and incorrect mileage can be a misleading action or misleading omission.

1. Vehicle / Customer / Core Details

Vehicle registration: _____	Mileage warranted? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Mileage not warranted? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Mileage discrepancy? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
MOT mileage checked? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Service mileage checked? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Customer disclosure required? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

2. Description, Checks and Disclosure Details

Odometer reading: _____	History check completed? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Mileage wording for advert: _____ _____	
Mileage wording for invoice: _____ _____	

4. Office Use Only

Stock/deal file updated?: _____	Supporting documents attached?: _____
Reviewed by: _____	Date reviewed: _____