

MOT DESCRIPTION FORM

Used to record how MOT status is described.

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:

Current MOT expiry date:

2. Description, Checks and Disclosure Details

MOT pass date:

MOT advisories:

Major defects history:

Dangerous defects history:

MOT work completed? Yes / No

☐ Yes ☐ No ☐ N/A

"12 months MOT" claim checked? Yes / No

☐ Yes ☐ No ☐ N/A

MOT wording for advert:

MOT wording for sales invoice:

3. Approval, Acknowledgement and Signatures

Staff signature:

4. Office Use Only

Stock/deal file updated?:

Supporting documents attached?:

Reviewed by:

Date reviewed:
