

TRADE SALE VEHICLE DESCRIPTION FORM

Used when selling a vehicle to another motor trader.

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

Buyer/trader name: _____	Vehicle registration: _____
VIN/chassis number: _____	Mileage: _____
Price: _____	

2. Description, Checks and Disclosure Details

MOT status: _____	Known defects: _____ _____
Write-off status: _____	Roadworthiness status: _____
Sold as retail-ready / repair / spares / trade stock: _____	Buyer acknowledgement: _____ _____

3. Approval, Acknowledgement and Signatures

Signatures: _____	
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4. Office Use Only

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