

# VEHICLE ADVERT COPY RECORD

Used to store the final advert text used online.

**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: _____	Price shown: _____
Mileage shown: _____	Platform posted to: _____
Date posted: _____	

## 2. Description, Checks and Disclosure Details

Advert title: _____	Main advert description: _____ _____
Feature list: _____ _____	
MOT wording: _____ _____	
Warranty wording: _____ _____	
Disclosure wording: _____ _____	

## 3. Approval, Acknowledgement and Signatures

Staff member: _____	
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## 4. Office Use Only

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