

VEHICLE DESCRIPTION AMENDMENT FORM

Used when a description changes after advert, quote, or order.

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: _____	Mileage correction: _____
Service history correction: _____	Customer informed? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

2. Description, Checks and Disclosure Details

Original description: _____ _____	
Revised description: _____ _____	
Reason for change: _____	MOT correction: _____
Feature correction: _____	Defect discovered: _____ _____
Advert updated? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

3. Approval, Acknowledgement and Signatures

Manager approval: _____	
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4. Office Use Only

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