

VEHICLE DESCRIPTION CUSTOMER ACKNOWLEDGEMENT FORM

Used when the customer signs to confirm they have read and understood the description.

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

Customer full name: _____	Vehicle registration: _____
Service history reviewed? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Customer confirms they had chance to ask questions: _____

2. Description, Checks and Disclosure Details

Vehicle description reviewed? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Mileage description reviewed? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
MOT status reviewed? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Warranty description reviewed? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Known defects reviewed? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

3. Approval, Acknowledgement and Signatures

Customer signature: _____	Date signed: _____
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4. Office Use Only

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