

VIDEO WALKAROUND DESCRIPTION RECORD

Used when a salesperson sends a video to the customer.

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 name: _____	Vehicle registration: _____
Dashboard mileage: _____	Engine bay: _____
Customer received video? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

2. Description, Checks and Disclosure Details

Date video recorded: _____	Areas shown: _____
Exterior: _____	Interior: _____
Wheels/tyres: _____	Known defects shown: _____ _____
Video link/file saved? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

4. Office Use Only

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