

ADVERT DESCRIPTION APPROVAL FORM

UK garage / dealer vehicle description and disclosure record

Important: This template is a general business document for recording vehicle description, advert, disclosure and sale-file checks. It is not legal advice. Have it checked by a qualified solicitor or compliance adviser for your exact business, jurisdiction and sales process before relying on it.

Form Purpose

Used before a vehicle advert goes live.

1. Form Details

Vehicle registration:		Advert title:	
Advert price:		Mileage shown:	
MOT status:		Service history wording:	
Warranty wording:		Feature list checked:	
Optional extras checked:		Known defects disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Write-off status checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Mileage discrepancy disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Admin/delivery fees included or clearly shown:			

2. Sign-Off / Approval

Manager approval:	<hr/>	Date approved:	<hr/>
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Office notes / additional comments:

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