

PRICE DESCRIPTION AND FEE DISCLOSURE 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 to record how the price is shown to customers.

Compliance note: Business Companion warns that failing to include non-optional charges, such as compulsory admin or delivery fees, in the advertised price can mislead consumers.

1. Form Details

Vehicle registration:		Advertised price:	
Admin fee, if any:		Delivery fee, if mandatory:	
Optional delivery fee:		Optional extras excluded from price:	
Compulsory fees included in advertised price? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Finance price different from cash price? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Customer told full price? <input type="checkbox"/> Yes <input type="checkbox"/> No:			

2. Sign-Off / Approval

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