

CONDITIONAL SALE VEHICLE AGREEMENT RECORD

UK garage / dealer vehicle sales order and purchase agreement template

Important: This template is a general business document for recording vehicle sales orders, purchase agreements, finance conditions, part-exchange values, deposits, amendments, cancellation records and handover readiness. It is not legal, tax, accounting or financial advice. Have it checked by a qualified adviser for your exact business, finance permissions, consumer process and jurisdiction before relying on it.

Form reference / sales order number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Salesperson:

Purpose

Used where the vehicle is sold under a conditional sale agreement.

Details to Record

Customer details:	Vehicle registration:
Cash price:	Deposit:
Amount financed:	Term:
Monthly payment:	Total amount payable:
Finance provider:	Ownership does not transfer until conditions met:
Finance approval status:	Customer acknowledgement:

Notes / Supporting Evidence

Notes, supporting evidence, customer communications, order conditions, handover notes or follow-up action:

Signatures / Acceptance

Signatures: _____	Garage representative signature: _____
Date: _____	Time / reference: _____