

FINAL SIGNED SALES ORDER PACK CHECKLIST

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 after the deal has been signed.

Details to Record

Signed sales order saved:	Customer ID saved, if required:
Deposit receipt saved:	Finance forms saved, if applicable:
Part-exchange forms saved, if applicable:	Warranty forms saved:
Distance sale cancellation notice saved, if applicable:	Terms and conditions saved:
Handover checklist pending:	Staff member:
Manager sign-off:	

Notes / Supporting Evidence

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

Signatures / Acceptance

Staff member signature: _____	Manager signature: _____
Date: _____	Time / reference: _____