

FINANCE COMMISSION DISCLOSURE ACKNOWLEDGEMENT

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 finance has been discussed or arranged and commission may be paid.

Details to Record

Customer full name:	Vehicle registration:
Finance provider or broker:	The garage may receive commission? <input type="checkbox"/> Yes <input type="checkbox"/> No
Nature of commission:	Whether commission may affect the finance offer:
Customer confirms disclosure was given before agreement:	

Notes / Supporting Evidence

Compliance / guidance note: The FCA has banned motor finance commission models that gave brokers/dealers an incentive to raise customers' finance costs, and its rules require relevant commission information to be disclosed to consumers where applicable.

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

Signatures / Acceptance

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