

FINANCE SALE PURCHASE AGREEMENT

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 customer is buying the vehicle using finance.

Details to Record

Customer full name:	Vehicle registration:
Cash price:	Deposit:
Part-exchange allowance:	Amount financed:
Finance provider:	Finance product type:
HP:	PCP:
Conditional sale:	Finance approval status:
Monthly payment summary:	Finance agreement number, if available:
Subject to finance approval wording:	

Notes / Supporting Evidence

Compliance / guidance note: Motor dealers acting as consumer credit brokers may need FCA authorisation and must follow relevant consumer credit rules where applicable.

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

Signatures / Acceptance

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