

OFF-PREMISES VEHICLE 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 deal is agreed away from the garage premises.

Details to Record

Customer full name:	Customer address:
Location agreement was made:	Vehicle registration:
Sale price:	Deposit:
Balance payable:	Delivery/collection terms:
Cancellation notice provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer acknowledgement:

Notes / Supporting Evidence

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

Signatures / Acceptance

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