

# VEHICLE SALES ORDER FORM

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 when the customer agrees to buy a vehicle from the garage.

## Details to Record

Customer full name:	Customer address:
Customer phone number:	Customer email address:
Vehicle registration:	VIN/chassis number:
Make, model, trim:	Mileage:
Vehicle price:	Deposit paid:
Balance payable:	Payment method:
Part-exchange details, if applicable:	Finance details, if applicable:
Warranty details:	Delivery or collection date:
Salesperson name:	

## Notes / Supporting Evidence

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

## Signatures / Acceptance

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