

# DESCRIPTION ERROR CORRECTION FORM

Used when an advert, invoice, or sales order contained an error.

**Important:** This template is a general business record only and is not legal, tax, accounting or compliance advice. Adapt it for your process and have it checked by a qualified adviser before relying on it.

## 1. Vehicle / Customer / Core Details

Vehicle registration:

\_\_\_\_\_

Customer notified? Yes / No

☐ Yes ☐ No ☐ N/A

## 2. Description, Checks and Disclosure Details

Error location:

\_\_\_\_\_

Website advert:

\_\_\_\_\_

Third-party advert:

\_\_\_\_\_

Quote:

\_\_\_\_\_

Sales order:

\_\_\_\_\_

Invoice:

\_\_\_\_\_

Error details:

\_\_\_\_\_

Correct information:

\_\_\_\_\_

Correction date:

\_\_\_\_\_

## 3. Approval, Acknowledgement and Signatures

Manager sign-off:

\_\_\_\_\_

## 4. Office Use Only

Stock/deal file updated?:

\_\_\_\_\_

Supporting documents attached?:

\_\_\_\_\_

Reviewed by:

\_\_\_\_\_

Date reviewed:

\_\_\_\_\_