

# DISTANCE SALE VEHICLE DESCRIPTION PACK

Used when the customer buys without seeing the vehicle in person.

**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

Customer full name: _____	Vehicle registration: _____
Mileage shown: _____	Service history shown: _____

## 2. Description, Checks and Disclosure Details

Full vehicle description supplied: _____ _____	
Photos supplied: _____	Video supplied: _____
MOT status shown: _____	Known defects disclosed: _____ _____
Delivery details: _____	Cancellation rights provided? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Customer acknowledgement: _____ _____	

## 4. Office Use Only

Stock/deal file updated?: _____	Supporting documents attached?: _____
Reviewed by: _____	Date reviewed: _____