

FINAL VEHICLE DESCRIPTION FILE CHECKLIST

Used before the sale file is closed.

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

Main vehicle description saved:

Advert copy saved:

Mileage wording checked:

MOT wording checked:

Service history wording checked:

Warranty wording checked:

2. Description, Checks and Disclosure Details

Feature list checked:

Known defects disclosed:

History issues disclosed:

Photos/video saved:

Customer acknowledgement signed:

3. Approval, Acknowledgement and Signatures

Manager sign-off:

4. Office Use Only

Stock/deal file updated?:

Supporting documents attached?:

Reviewed by:

Date reviewed:
