

# PHOTO DESCRIPTION AND EVIDENCE FORM

Used to record photos supporting the vehicle description.

**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: _____	Dashboard mileage photo: _____
Service history photos: _____	

## 2. Description, Checks and Disclosure Details

Front photo: _____	Rear photo: _____
Driver side photo: _____	Passenger side photo: _____
Interior photos: _____	Tyre/wheel photos: _____
Damage photos: _____ _____	
V5C/key photos, if policy allows: _____	Photos saved to vehicle file? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## 4. Office Use Only

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