

# PRICE DESCRIPTION AND FEE DISCLOSURE FORM

Used to record how the price is shown to customers.

**Important:** Business Companion warns that failing to include non-optional charges, such as compulsory admin or delivery fees, in the advertised price can mislead consumers.

## 1. Vehicle / Customer / Core Details

Vehicle registration: _____	Advertised price: _____
Optional extras excluded from price: _____	Compulsory fees included in advertised price? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Finance price different from cash price? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Customer told full price? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## 2. Description, Checks and Disclosure Details

Admin fee, if any: _____	Delivery fee, if mandatory: _____
Optional delivery fee: _____	

## 3. Approval, Acknowledgement and Signatures

Manager approval: _____	
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## 4. Office Use Only

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