

# SPARES OR REPAIRS DESCRIPTION FORM

Used where a vehicle is not being sold as roadworthy.

**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

Buyer name:

\_\_\_\_\_

Vehicle registration:

\_\_\_\_\_

VIN/chassis number:

\_\_\_\_\_

Buyer confirms vehicle is for repair, parts, or trade use:

\_\_\_\_\_

## 2. Description, Checks and Disclosure Details

Vehicle not sold for road use? Yes / No

☐ Yes ☐ No ☐ N/A

Known safety issues:

\_\_\_\_\_

Known mechanical faults:

\_\_\_\_\_

\_\_\_\_\_

MOT status:

\_\_\_\_\_

Must be transported away? Yes / No

☐ Yes ☐ No ☐ N/A

## 3. Approval, Acknowledgement and Signatures

Manager approval:

\_\_\_\_\_

Buyer signature:

\_\_\_\_\_

## 4. Office Use Only

Stock/deal file updated?:

\_\_\_\_\_

Supporting documents attached?:

\_\_\_\_\_

Reviewed by:

\_\_\_\_\_

Date reviewed:

\_\_\_\_\_