

VEHICLE DESCRIPTION FORM

Used to create the main written description of the vehicle.

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: _____	VIN/chassis number: _____
Make, model, trim: _____	Body type: _____
Fuel type: _____	Transmission: _____
Engine size: _____	Colour: _____
Mileage: _____	Mileage status: _____
MOT expiry date: _____	Service history status: _____
Number of keys: _____	Date completed: _____

2. Description, Checks and Disclosure Details

Previous owners, if known: _____	Vehicle features: _____
Known defects: _____ _____	

3. Approval, Acknowledgement and Signatures

Salesperson/staff signature: _____	
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4. Office Use Only

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