

DESCRIPTION ERROR CORRECTION FORM

UK garage / dealer vehicle description and disclosure record

Important: This template is a general business document for recording vehicle description, advert, disclosure and sale-file checks. It is not legal advice. Have it checked by a qualified solicitor or compliance adviser for your exact business, jurisdiction and sales process before relying on it.

Form Purpose

Used when an advert, invoice, or sales order contained an error.

1. Form Details

| | | | |
|-----------------------|--|------------------------------------|--|
| Vehicle registration: | | Error location: | |
| Website advert: | | Third-party advert: | |
| Quote: | | Sales order: | |
| Invoice: | | Error details: | |
| Correct information: | | Customer notified? [] Yes [] No: | |
| Correction date: | | | |

2. Sign-Off / Approval

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|-------------------|-------|--|-------|
| Manager sign-off: | <hr/> | | <hr/> |
|-------------------|-------|--|-------|

Office notes / additional comments:

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