

INSURANCE WRITE-OFF DESCRIPTION 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 where the vehicle has been written off or has an insurance category.

1. Form Details

Vehicle registration:		Insurance write-off marker? [] Yes [] No:	
Category A / B / S / N / other:		Date of write-off, if known:	
Repair evidence supplied? [] Yes [] No:		Structural repair evidence, if applicable:	
Disclosure wording for advert:		Disclosure wording for sales invoice:	

2. Sign-Off / Approval

Customer acknowledgement:		Customer signature:	
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Office notes / additional comments: