

MULTI-PLATFORM ADVERT DESCRIPTION RECORD

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 the vehicle is advertised on more than one site.

1. Form Details

Vehicle registration:		Website advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Auto Trader advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		eBay advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Facebook advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		CarGurus advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Motors advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Descriptions consistent across platforms? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Price consistent? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Mileage consistent? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

2. Sign-Off / Approval

Manager approval:	<hr/>		<hr/>
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Office notes / additional comments:

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