

# SALESPERSON VERBAL 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 to record important verbal statements made to the customer.

## 1. Form Details

Customer name:		Vehicle registration:	
Date/time of discussion:		Salesperson name:	
Mileage statement made:		Service history statement made:	
Warranty statement made:		Previous owner/use statement made:	
Known defects explained:		Customer questions answered:	
Notes saved to deal file:			

Office notes / additional comments: