

VEHICLE DESCRIPTION AMENDMENT 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 a description changes after advert, quote, or order.

1. Form Details

Vehicle registration:		Original description:	
Revised description:		Reason for change:	
Mileage correction:		Service history correction:	
MOT correction:		Feature correction:	
Defect discovered:		Customer informed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Advert updated? <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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