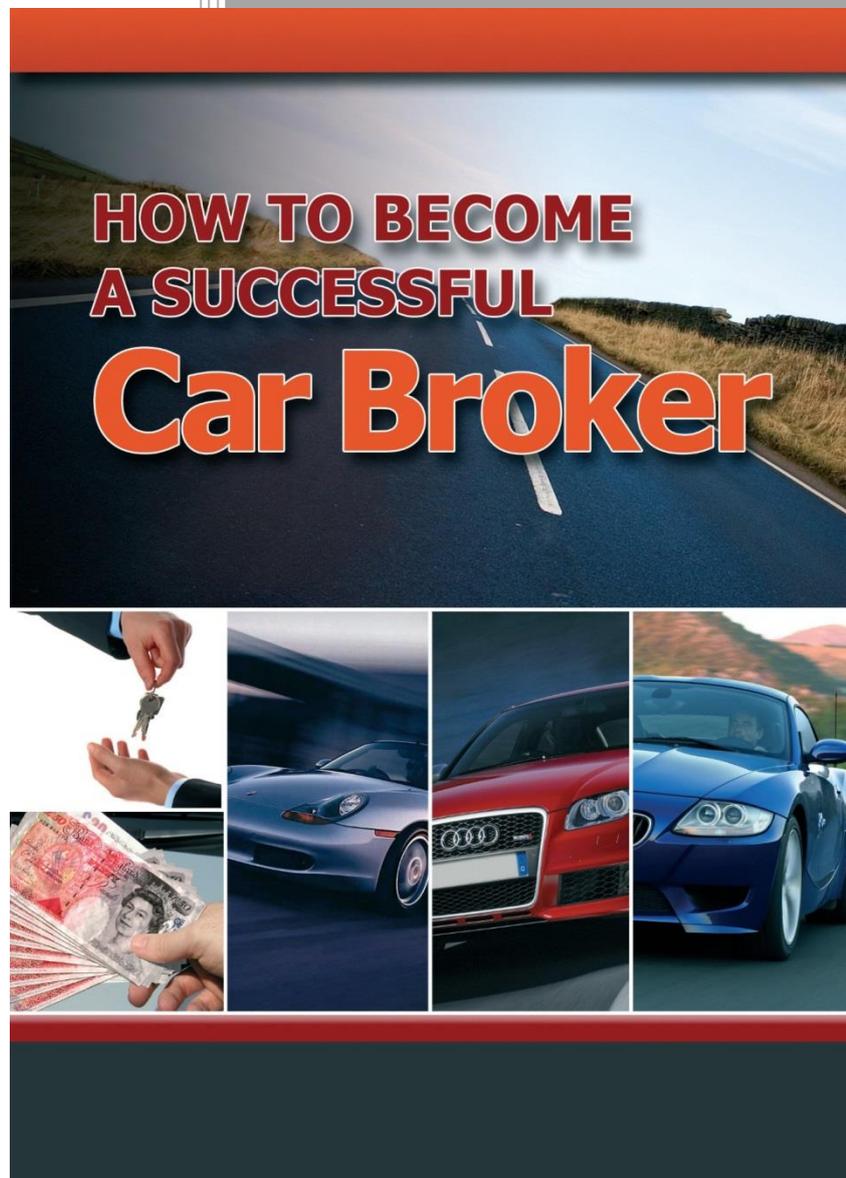


2022

# Documentation Guide





# Auto Car Brokers

## Driven To Success

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# An 'A to Z' Guide in using the Documentation

## Introduction

This guide has been produced to aid you in the use of the forms and documentation that have been provided as one of the free benefits of the **Car Broker Business Opportunity** Package.

These forms and documentation provide you with the necessary paperwork that you would need to maintain records of everything you are doing, but of course you are at liberty to design your own if you prefer. Indeed, it is normally preferable if you do design your own forms, even if using these sample ones as a guide, because it will provide you and more importantly your company or organisation with its own identity as you want people to remember you and your company, and identify with you as a professional organisation.

Ultimately though, the choice is yours – as always.

All these forms and documentation are covered in Section 10 in the **Car Broker Business Manual**, but here follows a more in-depth guide to their use and when you would use them.

So, let's cover them one by one...



## Car Details Enquiry Form

This is covered in detail in Section 4 in the Business Opportunity Manual under *“What information should I get from sellers?”* but essentially you need to capture as much information as possible about each car as well as the seller.

When you have identified a car that you want to find out more about, then when you make initial contact with the seller, this form will allow you to capture all the information you need and will prompt you for all the questions that you need to ask of the seller. Much of it is self-explanatory, and you can always add to it of course.

See details on the next page...

## Car Details Enquiry Form – What to enter on this form

### Customer Details

<b>Customer Name of Seller:</b>	Enter the full name of the seller here.
<b>Address:</b>	Enter the full address and Post Code
<b>Post Code:</b>	
<b>Telephone Numbers:</b>	Enter all the telephone numbers for the seller.
- Home	
- Mobile	Make sure you get their mobile – as this is the most important of all.
- Work	
<b>Email Address:</b>	Enter the seller’s email address
<b>Price Advertised:</b>	Enter the price that the seller had advertised the vehicle at...
<b>Will Go To:</b>	Enter the price that the seller is currently prepared to drop to. (This is not supposed to be the ultimate low price he will go to but may be).
<b>Any other Offers:</b>	Have they already had any offers for the vehicle?
<b>‘Book’ Value:</b>	What’s the rough ‘book’ value for the vehicle (Glasses Guide)
<b>When first advertised:</b>	When did they first advertise the vehicle?
<b>No. of weeks advertised:</b>	No. of weeks that the car has been advertised.
<b>Reason for sale:</b>	Enter the reason why the vehicle is now being sold.

### Vehicle Details

<b>Make and Model:</b>	Enter the full make and model of the vehicle.
<b>Registration Number:</b>	Enter the full registration details of the vehicle (i.e. EX 70 YPT).
<b>Model year:</b>	Enter the year of the vehicle here i.e. 19/68
<b>Date of Registration:</b>	Enter the date that the vehicle was registered here i.e. 1 <sup>st</sup> December 2019



## Vehicle Details

<b>Chassis (VIN) Number:</b>	If you can, also obtain the vehicle's chassis (or VIN) number (from the V5 document).		
<b>Body Type:</b>	Enter the body type.	<b>No. of Doors:</b>	Enter the no. of doors
<b>Engine Type - (Petrol / Diesel / Hybrid / Plug In Hybrid (PHEV) / Electric / LPG / Hydrogen etc:</b>	<p>Enter here what type of fuel the car is using – whether this be petrol (unleaded or leaded), diesel, hybrid etc.</p> <p>If it's a Hybrid – indicate whether it is a petrol hybrid or a diesel hybrid, or of course whether it's a plug in hybrid (PHEV).</p> <p>Also, then whether it is an Alternatively Fueled Vehicle (AFV), or perhaps full electric, or possibly even hydrogen or even LPG.</p> <p>Make sure you are very clear exactly what fuel the vehicle is actually using.</p>		
<b>Engine CC:</b>	Enter the engine size – in cubic capacity	<b>Engine BHP:</b>	Enter the engine BHP
<b>Transmission Type - Manual / Auto / Semi-Auto / Dual Clutch / CVT etc:</b>	<p>Enter the transmission type of the vehicle. If it's an automatic, is it also a Tiptronic (meaning that you can manually go up and down the gears).</p> <p>Also whether it has a sequential gearbox (which means that it has an electro-mechanical clutch for changing gear), then does it also have paddle shift (levers behind the steering wheel – one to change up and one to change down).</p>		
<b>Body Colour:</b>	Enter the body colour	<b>Paint Type:</b>	Enter the type of paint
<b>Roof Colour (if different to body colour):</b>	Enter the colour of the roof <u>IF</u> it's different to the rest of the body		
<b>Convertible – Hood Colour:</b>	Enter the colour of the hood		
<b>Convertible Hood (Powered):</b>	Is the hood powered? – (Y/N)		
<b>Convertible Hood Type:</b>	What's the type of hood – Fabric or steel?		
<b>Interior Type:</b>	What's the type of interior?		
<b>Actual Mileage:</b>	Enter the actual mileage.		
<b>'Book' Miles for the Year:</b>	Enter the 'Book' average miles for this age of vehicle..		
<b>Private or Trade Sale:</b>	Is this a 'Private' or a 'Trade' sale?		



<b>No. of Previous Owners:</b>	How many previous owners have there been – as documented in the V5?
<b>Where Purchased:</b>	Where did the current owner purchase this vehicle from?
<b>How long owned:</b>	How long has the current owner had the vehicle?
<b>UK Car:</b>	Enter whether the vehicle is UK registered... or an import?
<b>MOT'd Until:</b>	Enter the date when the MOT expires. Remember that vehicles up to 3 years old do not require an MOT certificate.
<b>Taxed Until:</b>	Even though Tax can no longer be transferred - Enter when the vehicle is taxed until.
<b>No. of Keys:</b>	Enter the number of keys
<b>Car Manual &amp; Service Book:</b>	Are these documents present with the vehicle?

### **Service History**

<b>Service History Type:</b>	Enter here whether the vehicle has a full service history, with all the required stamps in the service book.  (It is also important to identify whether the vehicle has a Full Main Dealer Service History, or just a Full Service History ie: by an independent dealer. The difference will certainly affect the vehicle's value).
<b>When Last Serviced:</b>	Enter here when the vehicle was last serviced, and where.
<b>Miles When Last Serviced:</b>	Enter here what the miles were when the vehicle was last serviced.
<b>Next Service Due / Date:</b>	Enter here when the vehicle is next due a service – both in miles to go and date.
<b>Next Service Due / Miles:</b>	

### **Finance Outstanding**

<b>Any Finance Outstanding?:</b>	Enter here if there is finance outstanding on the vehicle – Yes or No.
<b>Finance Value Outstanding:</b>	Enter here the value outstanding on the finance, approximately.
<b>Finance Company:</b>	Enter here who the finance is with.



## Customer Details

**Date:** Click or tap to enter a date.

<b>Customer Name:</b>	Click or tap here to enter text.
<b>Address:</b>	Click or tap here to enter text.
<b>Post Code:</b>	Click or tap here to enter text.
<b>Telephone No. (Home):</b>	Click or tap here to enter text.
<b>Telephone No. (Mobile):</b>	Click or tap here to enter text.
<b>Telephone No. (Work):</b>	Click or tap here to enter text.
<b>Email Address:</b>	Click or tap here to enter text.
<b>Price Advertised:</b>	£ Click or tap here to enter text.
<b>Will go to:</b>	£ Click or tap here to enter text.
<b>Any Other Offers:</b>	£ Click or tap here to enter text.
<b>'Book' Value:</b>	£ Click or tap here to enter text.
<b>When first advertised:</b>	Click or tap to enter a date.
<b>No. of weeks advertised:</b>	Click or tap here to enter text.
<b>Reason for selling:</b>	Click or tap here to enter text.

## Vehicle Details

<b>Make and Model:</b>	Click or tap here to enter text.
<b>Registration Number:</b>	Click or tap here to enter text.
<b>Model Year:</b>	Click or tap here to enter text.
<b>Date of Registration:</b>	Click or tap to enter a date.



## Vehicle Details

<b>Chassis (VIN) Number:</b>	Click or tap here to enter text.		
<b>Body Type:</b>	Choose an item.	<b>No. of Doors:</b>	Choose an item.
<b>Engine Type:</b>	Choose an item.		
<b>Engine CC:</b>	Click or tap here to enter text.	<b>Engine BHP:</b>	Click or tap here to enter text.
<b>Transmission Type:</b>	Choose an item.	<b>No. of Gears:</b>	Choose an item.
<b>Body Colour:</b>	Click or tap here to enter text.	<b>Paint Type:</b>	Choose an item.
<b>Roof Colour (if different to body colour):</b>	Click or tap here to enter text.		
<b>Convertible - Hood Colour:</b>	Click or tap here to enter text.		
<b>Convertible Hood (Powered):</b>	Choose an item.		
<b>Convertible Hood Type:</b>	Choose an item.		
<b>Interior Type:</b>	Choose an item.		
<b>Actual Mileage:</b>	Click or tap here to enter text.		
<b>'Book' Miles For Year:</b>	Click or tap here to enter text.		
<b>Private or Trade Sale:</b>	Click or tap here to enter text.		
<b>No. of Previous Owners:</b>	Click or tap here to enter text.		
<b>Where Purchased:</b>	Click or tap here to enter text.		



## Vehicle Details

<b>How Long Owned:</b>	Click or tap here to enter text.
<b>UK Car:</b>	Choose an item.
<b>MOT'd Until:</b>	Click or tap to enter a date.
<b>Taxed Until:</b>	Click or tap to enter a date.
<b>No. of Keys:</b>	Choose an item.
<b>Car Manual &amp; Service Book:</b>	Choose an item.

## Service History

<b>Service History Type:</b>	Choose an item.
<b>When Last Serviced:</b>	Click or tap to enter a date.
<b>Miles When Last Serviced:</b>	Click or tap here to enter text.
<b>Next Service Due / Date:</b>	Click or tap to enter a date.
<b>Next Service Due / Miles:</b>	Click or tap here to enter text.

## Finance Outstanding

<b>Any Finance Outstanding?:</b>	Choose an item.
<b>Finance Value Outstanding:</b>	£ Click or tap here to enter text.
<b>Finance Company:</b>	Click or tap here to enter text.



**Vehicle Interior Condition**

Check the condition of all the following interior areas of the vehicle, identifying **ANY** soiling, dirt, mud, scratches, tears, fading etc. 'Check' the appropriate boxes below as required. **(Do not miss anything).**

	Front Right Seat & Footwell	Front Left Seat & Footwell	Rear Left Seat & Footwell	Rear Right Seat & Footwell
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Dashboard / Console	Headlining	Boot / Load Area	Engine Bay
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### Vehicle Exterior Condition

Check the condition of all the following exterior areas of the vehicle, identifying **ANY** minor dents, scuffs, scratches, stone chips etc. 'Check' the appropriate boxes below as required. **(Do not miss anything).**

	Front Bumper & Valence	Bonnet	Front Left Wing & Qtr Panel	Front Left Door
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Left Side Sill	Rear Left Door	Rear Left Wing & Qtr Panel	Boot
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Vehicle Exterior Condition**

Check the condition of all the following exterior areas of the vehicle, identifying **ANY** minor dents, scuffs, scratches, stone chips etc. 'Check' the appropriate boxes below as required. **(Do not miss anything).**

	Rear Bumper & Valence	Rear Left Wing & Qtr Panel	Rear Right Door	Right Side Sill
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Front Right Door	Front Right Wing & Qtr Panel	Front Wiper Blades	Rear Wiper Blade
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### Vehicle Glass Condition

Check the condition of ALL glass areas for **ANY** scratches, cracks, stone chips etc.  
'Check' the appropriate boxes below as required.

**(If there are any major cracks or chips in the driver's vision, then this is an MOT failure and will mean that the screen will have to be replaced).**

	Windscreen	Front Left Window	Rear Left Window	Rear Screen
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Rear Right Window	Front Right Window	Sunroof	
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### Vehicle Exhaust

Check to see what type of exhaust the vehicle has. Whether it is steel or stainless steel for example. Also, whether it has a catalyst converter. Then state whether it is in good or poor condition together with any comments on its condition.

**(Bear in mind that if there are any issues with the exhaust, then this can be a major, and expensive, item to replace. Better to get it checked properly now).**

Option	Y/N	Condition / Comments
Steel		
Stainless Steel		
Aluminium		
Catalytic Converter		
Good		
Poor		

### Vehicle Lights

Please check that **ALL** the lights, indicators etc. Is everything working. If anything isn't working, request that the seller fixes it.

If something isn't working when the buyer arrives to inspect the vehicle, this could affect the price previously agreed.

Option	Y/N	Condition
Sidelights		
Headlights / Dip Beam		
Headlights / Main Beam		
Running Lights		
Front Fog Lights		
Rear Fog Light(s)		
Indicators (All Round)		
Interior Lights		
Boot / Load Area Light		



### Key Features / Options

Please ensure that you have identified **ALL** the options that come with the vehicle (standard or not) – as this will certainly help its desirability as far as the buyer is concerned – even if not necessarily the value.

Option	Y/N	Option	Y/N
CD / DVD Player		Daytime Running Lights	
MP3 Connection		Paddle Gears	
USB Connection		Powered Tailgate	
Air Play		Sunroof / Steel – Sliding	
Comms Pack		Sunroof / Glass – Fixed	
TV Front		Panoramic Roof – Sliding	
TV's Rear		Panoramic Roof – Fixed	
<u>Xenons</u>		Parking sensors – Front	
Adaptive Lighting		Parking sensors – Rear	
Sat Nav		Camera – Front	
Tracker		Camera – Rear	
Air Con		Cruise Control	
Climate Control		Heated Seats – Front	
Climate Control - Rear Controls		Heated Seats – Rear	
Rain Sensor		Driver's Electric Seat with memory	
Heated / Electric Wing Mirrors		Passenger's Electric Seat with memory	
Tinted / Security Rear Windows		Mood / Ambient Lighting – Front	
Keyless Entry		Mood / Ambient Lighting – Rear	
<b><u>OTHER OPTIONS</u></b>			



## Wheels

Please note that if any wheel is damaged, kerbed or scratched in any way, this will mean that it probably needs to be refurbished – and if one needs to be refurbished, then they will possibly **ALL** need to be refurbished.

Bear this in mind when negotiating a ‘sales’ price with the owner. 4 wheels refurbished will cost in excess of £240 (absolute minimum) and could well be more. The larger the wheels and more expensive the car - the greater the cost of refurbishment. (It has been known on top end luxury or sports cars for wheel refurbs to cost in excess of £1,000 per wheel).

You do not want a potential buyer turning up to find damaged wheels that haven’t been previously noted. This will certainly mean the ‘sale’ price having to be re-negotiated. You have been warned.

Also, please identify the size of the wheels – ie: 18”, 19” etc. This is very important.

Wheels	Wheel Size – (17”, 18”, 19” etc)
Front Wheels	
Rear Wheels	
Spare Wheel (If any)	

	Right Front	Left Front	Left Rear	Right Rear
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kerbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scratches / Oxidisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Tyres

Please note that any serious marks or cuts on a tyre or damage to any of the sidewalls, will mean that the tyre has to be replaced, regardless of whether it still has plenty of tread left. And 1.6mm is the absolute legal minimum for tyres. Each tyre needs to have at least 1.6mm throughout a continuous band in the centre 3/4 of the tread and around the entire circumference of the tyre for it to be 'road legal'.

Anything less than 3mm and the tyre is likely to have to be replaced before it can be sold on. This needs to be born in mind when negotiating any 'sales' price. (Replacing 4 tyres could be very expensive – and you do not want a potential buyer turning up to find damaged or worn tyres that haven't been previously identified – and they believe that they will need to be replaced).

Tyres	Tyre Size	Tread Depth – (3mm, 4mm, 5mm etc)
Front Right		
Front Left		
Rear Left		
Rear Right		
Spare Tyre		

Tyre Condition	Right Front	Left Front	Left Rear	Right Rear	Spare Tyre
Excellent	<input type="checkbox"/>				
Very Good	<input type="checkbox"/>				
Good	<input type="checkbox"/>				
Average	<input type="checkbox"/>				
Poor	<input type="checkbox"/>				
Very Poor	<input type="checkbox"/>				
Uneven Wear	<input type="checkbox"/>				
Cuts	<input type="checkbox"/>				



### Digital Images & Video

Please note - digital images of the vehicle in question are absolutely essential, and the more the better. If a seller really does want to sell their car, then this is what you need.

Any potential buyer (who may not be able to see the car beforehand) needs as many pictures as possible so that they can make a real assessment of the vehicle if they're to make a bid on it.

If the seller is reluctant to take this many pictures, or even a video, then this tells you that they're really not that serious or committed to selling it.

Up to 30 digital images should be taken as well as a 3 minute video.

Digital Images To Be Taken	No of Images	Confirm Taken
Front, Bonnet, Roof and Boot area	4	<input type="checkbox"/>
Front Left & Right Qtr's / Rear left & Right Qtr's	4	<input type="checkbox"/>
Full Left-Hand Side / Full Right-Hand Side	2	<input type="checkbox"/>
All 4 wheels (Close Up) + Spare	5	<input type="checkbox"/>
Interior – Front RH Seat + Footwell + Door Card	3	<input type="checkbox"/>
Interior – Front LH Seat + Footwell + Door Card	3	<input type="checkbox"/>
Interior – Rear LH Seat + Footwell + Door Card	3	<input type="checkbox"/>
Interior – Rear RH Seat + Footwell + Door Card	3	<input type="checkbox"/>
Interior – Boot area / Rear Hatch	2	<input type="checkbox"/>
Engine Bay	1	<input type="checkbox"/>
<b>Total Images:</b>	<b>30</b>	

Video To Be Taken – Maximum 3 minutes	No of Videos	Confirm Taken
Any video must cover all the above areas – going all around the car both inside and out and including the wheels.  Always start at the front, then go anti-clockwise around the vehicle, opening doors as they go to video the interior.	1	<input type="checkbox"/>



### Notes

Detailed time spent now with the seller is absolutely critical. This is the one chance you have of obtaining **ALL** the information you require about the overall history and condition – and ultimately authenticity of the vehicle.

Any errors made now, information missed or anything incorrect at this stage could well affect everything later on in the transaction. So, take care.

It is your responsibility, whilst working with the seller, that when a buyer turns up to inspect and pay for the vehicle, you have ensured that the vehicle is **ABSOLUTELY AS DESCRIBED** by you.

A buyer will not want to turn up to find something that hasn't previously been identified or been documented.

They will:

- a) be upset,
- b) not want to pay what has previously been agreed.

That is why, once you have compiled all this information, it is then committed in writing (by email) back to the seller and they have to confirm back to you that it is correct, and that nothing has been missed.

This way, you then have it confirmed in writing (by the seller) that this is a 100% factual statement about the history and condition of their vehicle and that if anything is different come the point of sale, then this could well affect the price that had previously been agreed.

It is so important that the seller is aware of this – hence why everything always needs to be in writing! This way, nothing can be disputed further down the line.



### **Intent to Find a Buyer**

Again, this is covered in more detail in Section 4 of the Business Guide under ***“What information should I confirm back to the sellers?”***

Once you have completed your initial conversation with the seller, it is important to confirm back to them everything that you have discussed about the vehicle they’re selling and this way there can be no confusion about what was said about its condition and history.

Putting everything in writing is very important because you’re confirming everything about the car with the seller before you go looking for a buyer for it. It also allows the seller to come back to you with any changes or alterations, and it makes the seller aware that this information will be shared with potential buyers and therefore **MUST** be an accurate description of the vehicle’s condition and history if they are to submit a realistic offer for it.

A big part of this of course is the description of the overall condition of the vehicle, both interior and exterior – and for example whether there are any minor dings, dents, stone chips, chips in the windscreen, marks on the carpet, any tears – indeed every single point that can be noted.

Then you also confirm the details of the vehicle’s service history, and the condition of the wheels and the tyres which are particularly important.

In other words, make sure that everything you have noted from the **‘Enquiry Form’** is included here so that everything is in writing and there can be no come back in terms of everything about the vehicle.

Ideally you would email this information to the seller, but if they don’t have an email address then post them a copy in the mail. Ask them to confirm everything back to you.

See details on the next page...



## Intent to Find a Buyer

### YOUR LOGO

XYZ Limited  
14 High Street, New Town,  
Oxford  
OX2 7TF

Chris,

#### Important – Please Read!

This email confirms our recent conversation and that you have agreed to allow us to help you find a buyer for your car.

We can also confirm that, as mentioned, there is no cost to you (the seller) at all for our services to help find a buyer for your car. **Our service to you is completely free of charge!**

We earn our commission from the buyer who ultimately purchases your car.

Please read all the following details carefully, to ensure that you are in agreement with everything.

#### Summary of the History and Condition of Vehicle – KE 67 LTA

The following confirms in writing the details about the overall condition of the vehicle that you have verbally told us. This information will be shared with any potential buyer we find who has an interest in your vehicle, and this will ensure that he has an accurate description of the vehicle in order to make an offer for the vehicle if he would like to purchase it.

Please note that we carry out preliminary checks with the DVLA to confirm the authenticity of the vehicle, country of origin and the number of owners. If a sale is agreed then we also HPI the vehicle.

If an offer is received, we will notify you of this as soon as possible, both verbally and in writing, for you to consider.

So, to confirm, you have told us that your vehicle's details are as follows:

Registration:	KE 67 LTA
Chassis No:	TRUZZZ8N621005661
Year:	2017/67
No. of Former Keepers:	2 – (making you the 3 <sup>rd</sup> owner of the vehicle)
Mileage:	15,000
Originally Registered in:	UK
Colour:	Silver
Interior:	Full Black Leather. Good condition – no marks
Specification:	6CD, BOSE, Climate, Heated Seats
Service History:	Full Audi Service History – (all main dealer apart from the last one which was by a specialist at 40K miles)
Bodywork:	Described as being in excellent condition – with no scuffs, scrapes, scratches or dents reported anywhere on the bodywork.
Wheels:	6 Spoke Alloys – with one described as being slightly scuffed, possibly requiring refurbishment. The other three are described as clean, with no scuffing or kerbing and therefore do not require refurbishment.
Tyres:	The tyres are described as being in good condition and have at least a <u>minimum</u> of 3mm tread depth all round. The tyre walls are not damaged in any way.
Glass:	No chips or scratches
Tax:	Until Mar 2018
MOT:	Until Feb 2018
Keys:	2
Finance:	There is <u>no</u> outstanding finance on the vehicle.

If you have any questions, or have any amendments to make to the above, please let us know by return.



**Car - Sales Confirmation**

This form is for your own internal records and when you have found a buyer for each vehicle.

It allows you to maintain a documentary record of every vehicle that you sell, and it can be used to check / confirm the basic details of the car as well as the owner / seller of the vehicle.

Tel. No: 0123 456789  
 Fax No: 0123 456999  
 Mobile: 07956 123456  
 Email: [info@yourname.com](mailto:info@yourname.com)

**YOUR LOGO**

**Sales Confirmation**

Date:.....

**Car Details**

Make.....	Model.....
Year.....	Registration.....
Colour.....	Interior.....
Mileage.....	Buy at..... Sell at.....
Buyer.....	Contact.....

**Owner's Details**

Name: .....

Address .....

Post Code: .....

**Contact Details**

Home Tel: .....

Work Tel: .....

Mobile: .....

Email: .....

**Collection / Payment Info**

Collection Date..... Other.....

.....

.....

Other Info: .....

.....



### **Sales Confirmation – Buyer (Dealer)**

This is the documentation that will go out to dealers to confirm the cars that they are purchasing through you. This should include:

1. Full details of the vehicle itself
2. Full name, address and contact details of the seller
3. All price information, including:
  - a. The purchase price that the dealer is paying
  - b. Outstanding finance (where applicable)
  - c. The amount owed to the seller
  - d. The balance payable (as commission) to you
4. Do not forget to include VAT if it's applicable to your business.

**And, you must ensure that all your documentation prominently displays and highlights all the information about what you need the buyer to do re: their appraisal of the car when they arrive to inspect, pay for and collect it.**

This is absolutely essential as you must ensure that the buyer (or his representative) conducts a reasonably thorough inspection of the car, and then calls you if there are any irregularities.

The last thing you want is for the buyer (or his representative) to collect and pay for the car, take it back to their dealership, then inspect it and finally call you with the news that two tyres need to be replaced, four wheels (and not two as originally described) need to be refurbished, and there's a scratch on one panel which will need re-painting.

If these faults are not picked up before the car is driven away from the seller, then often you will not have a leg to stand on, and you will probably lose your commission.

You are now the only person in this whole transaction who has not seen the vehicle, so you need to protect not only yourself but also your credibility.

This starts with your initial conversations with the seller to ensure that the car really is accurately and correctly described in your original documentation.

Your paperwork must detail everything in writing - that you have not seen the vehicle and that it should be inspected in detail before the transaction is completed. This is your only safeguard.

So, ensure that you are protected, and that the sale is protected (as we have said above) by making sure that the buyer (or his representative) does conduct a reasonably thorough inspection of the vehicle before any money is handed over and the transaction is concluded.

Your paperwork should also state that if there are any discrepancies in the vehicle on inspection then you should be called in order to discuss this with the owner and re-negotiate the price as required in order to 'broker' a deal to everyone's satisfaction, and primarily yours.

If you are working with a new buyer, then make sure that they understand this and go through the process with them. Don't assume that because you have written all this on your paperwork, that they have actually read it. Often they won't. All they have bothered to read is the financial part, and where the car is. They're not bothered with the small print.

However, you are. It's your livelihood, so make sure they are aware of everything.

So, once you have completed this document, either fax or email it to the buyer (dealership). Fax is often better because you know that a 'hard' copy is going to arrive at the dealership and will be picked up immediately by someone there.



## Your Company Name / Logo

XYZ Limited  
High Street, New Town  
Middx, TW12 A01

Tel: 0123 456789  
Fax: 0123 456999  
Mobile: 07823 123456  
Email: [info@yourname.com](mailto:info@yourname.com)

## SALES CONFIRMATION

To:	Contact Name	Date:	25 <sup>th</sup> April 2019
Company:	Dealer Name	No. of Pages:	2 Including Cover
Fax No:	01202 123456		
From:	Your Name		
Subject:	SALE – Mercedes C220 CDI Sport Coupe SE Auto/Man - Reg No: VU 65 UAO		

This fax confirms the details of this sale. Please adhere to the following:

- Whoever collects this vehicle on your company's behalf must conduct a competent inspection of the vehicle, its service records and the V5 to confirm the vehicle's authenticity, that the vehicle is as described and that everything is satisfactory before concluding the purchase!
- Check the wheels for any scuffing or kerbing and use a tyre depth gauge to measure the tyres correctly.
- If there are any discrepancies with the vehicle upon inspection, or any other concerns, please call us immediately to re-negotiate the price on your behalf. We cannot be held responsible if you have any concerns but do not inform us and yet still complete the transaction.

Please find the details of this vehicle as follows:

Vehicle:	Mercedes C220 CDI Sport Coupe SE Auto/Man – 2015/65 Model	EU Car
	Silver, Charcoal Cloth	
Car Details:	VU 65 UAO	Mileage: 22,000
Specification:	CD, A/C, Panoramic Roof, 17" 7 Spoke Alloys (unmarked), Tyres fine, FSH (two by M-B, last service by non franchise at 18K miles), 11 months tax, MOT till Sept, Excellent condition.	3 owners
Owner's Details:	A N Other	(Please call to arrange payment & collection)
Address:	123 New Road, London SW12 4TR	
Telephone No:	(H) 0207 123 4567 - (W) 0207 123 4568 - (M) 07972 987654	
Purchase Price:	£ 22,250.00	(Purchase price to Dealer's Name)
Total due to owner:	£ 21,750.00	(Amount payable to Seller's / Owner's Name)
Balance:	£ 500.00 (plus VAT)	(Amount payable to Your Company Name)
(Brokerage Commission)		(A VAT Invoice will follow for this amount).

Please call the owner, Seller's Name, asap today and this will allow you to confirm this transaction with him and to discuss the arrangements for viewing and collecting the vehicle and confirm everything with him. He is expecting your call.

There is no finance outstanding.

Payment is to be by banker's draft, but he would like details of this to be faxed to him as soon as possible before the car is collected so that they can be verified and authenticated at the bank.

As brokers, we have not seen this vehicle, and every effort is made to ensure that the history and descriptions (including glass, bodywork, wheels and tyres) of the vehicles that we source are accurate, but it remains the responsibility of the buyer to apply due diligence and to confirm the authenticity and specification of each vehicle and ensure that it is in an acceptable condition before any purchase is concluded. Sellers are made aware that we reserve the right to review the price should it transpire that on inspection by the buyer (or their representative), discrepancies are found in either the history or the condition of the vehicle.



## Your Company Name / Logo

Payment is to be by banker's draft, but the current owner would like details of this to be emailed / faxed to them as soon as possible before the car is collected so that they can all be verified and authenticated at the bank.

Please ensure that all the appropriate checks and inspections are carried out by you or your representative on the vehicle whilst in the owner's presence. Any issues should be immediately notified to us before the transaction is concluded.

Please let us know when you have made contact with the owner, and when you expect to collect the vehicle.

If the owner has any concerns at all regarding the collection of their vehicle, or requires an update on the collection date, then they will call you direct so that you may answer any questions they may have.

Any questions, please call me.

Regards,

Your Name

Your Company Name

This car has been HPI'd through [www.hpi.co.uk](http://www.hpi.co.uk)

### Car Collection

In order to provide 100% customer service and that you retain the vehicle we have sourced for you, please ensure that someone from your organization makes contact with the owner of the vehicle asap, but certainly within the next 24 hours, thus ensuring that the sale is both confirmed and guaranteed.

### Brokers

As brokers, we source vehicles for the trade, and as such have not physically seen them, nor do we own them. However, as our disclaimers indicate, we take a great deal of care to extract detailed information about the vehicles we source in order to ensure that any potential buyers are provided with as much information about them as possible. Sellers are made aware that if the vehicle is not as described when you arrive to view and collect it, then we reserve the right to re-negotiate the purchase price we have already agreed with them.

Please refer to our statement at the head of this fax.

### Commission Fee

As brokers we charge a commission for our services. We have negotiated a separate purchase price with the owner of the vehicle, which is the price you actually pay to the owner, together with any outstanding finance (if applicable). The price that we have agreed with you includes our commission, and the figures above itemise this in detail.

### VAT

Our commission charge in this transaction incurs VAT at 20%, and this will be detailed on our invoice to you once the vehicle has been collected.



### **Contract of Sale - Seller**

This is the documentation that will go out to the seller that confirms (in writing) the details of the transaction in full, and confirms everything about the car that they have gone through with you, including the detailed description about the condition of the vehicle etc.

This document is absolutely critical, and needs to spell out in no uncertain terms that the price you have agreed with the seller is entirely based on the description they have given you about the overall condition of the vehicle.

This document reconfirms all the details that you originally confirmed to the seller when you first contacted them about the vehicle, and will now give you the chance to update this with any additional information to ensure that everything is 100% correct.

You **MUST** emphasise that if any discrepancies are found when the buyer arrives, then the previously agreed price may need to be re-negotiated if any faults are found that you were previously unaware of.

Also, you need to protect yourself in case the seller should be approached by another potential buyer who might possibly offer more for the vehicle. This can sometimes happen if there is a delay between the sale being agreed and the dealer collecting the car. Although dealers will try to collect the vehicle asap, sometimes delays can occur and if the seller gets nervous or perhaps receives a better offer for his car, then you need to ensure that you are protected.

The seller needs to be made aware (through this 'Contract of Sale') that they have entered into this agreement voluntarily and that if they should subsequently sell their car to someone else before the transaction is completed, then they will be charged for all costs incurred to date.

The seller needs to be made aware that the dealer will start to incur expenses in organising the collection of the vehicle, arranging a banker's draft, arranging drivers etc, and the seller must be made aware that these costs may be passed on if he decides to pull out of the transaction before the car is collected.

The seller should sign this document and send it back to you, confirming everything about the transaction. This way, if there is any discrepancy with the vehicle when the buyer arrives to collect it, there can be no misunderstanding about "You said this, or you said that". It's all in black and white, so there should be no contentious issues to contend with.

Of course, not everyone will sign and send this back. You need to consider how you might want to handle this, i.e. whether you should insist on this document being signed and returned, or wait to see if problems occur when the car is collected.

Either way, it is an accurate and detailed record of the transaction – because the seller cannot refute what is detailed here.



## YOUR LOGO

XYZ Limited  
14 High Street, New Town,  
Oxford  
OX2 7TF

1<sup>st</sup> October 2019

Harry Brown  
99 Breen Hill  
Reading  
Berks  
RG10 3GU

Dear Harry,

### CONTRACT OF SALE

#### Important – Please Read!

This document confirms this sale and that you have willingly entered into this transaction to sell your vehicle to the buyer we have found for you.

As such, the process has now started whereby the buyer will be in touch with you shortly to confirm everything and start making arrangements to have your car collected as soon as possible, as well as organizing payment to you. Should you subsequently decide to cancel this transaction, for whatever reason and at any time before completion, then please be aware that there may be a charge for any 'out of pocket' expenses already incurred in good faith by the buyer.

As mentioned during our previous conversations, we do not charge you (the seller) anything for our service to find a buyer for your car. We earn our commission from the dealer who is purchasing your car. The figure shown below is the price we have agreed for the sale of your car, and (assuming there are no unknown defects on the car) this is the full amount you will receive from the buyer.

Please read all the following details carefully, particularly the owner's statement at the end, to ensure that you are in agreement with everything.

This then needs to be either signed or initialed by you before being returned to us.

If you intend to email this document back to us, please just type in your name, your initials and date it, and then email it back to us. If you intend to fax this document back to us, then print it out and enter your name, sign and date it and fax it back to us on 01823 270181.

We will then forward a copy on to the buyer before arrangements are made for the vehicle to be collected.

---

### Buyer

Further to our recent conversations we have found the following buyer for your vehicle, Westerly BMW of Exeter. Please check out their web site below.

**Name:** Bruce Shepherd  
**Company:** Westerly Exeter BMW  
**Address:** Matford Park Road, Marsh Barton, Exeter, Devon, EX2 8FD

**Contact Details:** (T) 01392 822536 - (F) 01392 822580

**Web Site:** [www.westerlyexeterbmw.co.uk](http://www.westerlyexeterbmw.co.uk)

---



## YOUR LOGO

### Vehicle Collection

This is a **confirmed\*** sale (subject to viewing) and the dealer will be in contact with you in due course (normally within 24 hours) regarding the purchase and collection of your car.

There is finance outstanding on the vehicle with BMW Financial Services.

**If you have any concerns at all regarding the collection of your vehicle, or you require an update on the collection date, then please contact the dealer direct (see above). They will be happy to take your call and answer any questions you may have regarding the collection of your car.**

Should you have any other queries, please do not hesitate to contact us.

### HPI Check

We have HPI'd your car to check for the following:

1. It's authenticity
2. Registration number
3. VIN / chassis number
4. Number of owners
5. UK or EU origin
6. History of any accidents or insurance category changes
7. Registration plate changes
8. Any outstanding finance.

We can confirm that nothing untoward has been found, the car was UK registered and there is finance outstanding.

### Sale Details

<b>Vehicle:</b>	<b>BMW 320i SE Saloon Manual – 2015/65 Model</b>	<b>UK Car</b>
	Silver, Grey Cloth	
<b>Car Details:</b>	<b>LV 65 GDK</b>	<b>Mileage: 28,100</b>
<b>Specification:</b>	<b>6CD, A/C, PDC, Cruise, Alloys unmarked, Tyres – new on rear 3 months ago, fronts fine, 11 months MOT, FBMWSH (Oil service in Sept 15, next main service not due for 10k miles), Excellent condition.</b>	
<b>Price agreed:</b>	<b>£ 18,800.00</b>	(Price agreed with Harry Brown)
<b>Finance outstanding:</b>	<b>£ 2,853.28</b>	(Amount outstanding with BMW Financial Services)
<b>Total due <u>to</u> owner:</b>	<b>£ 15,946.72</b>	(Amount payable to Harry Brown)

Please ensure that you have the following:

1. The V5 registration document. This will be inspected by the buyer or whoever collects your car.
2. The service book. Make sure that this is up to date and stamped accordingly for all services that have been undertaken.
3. The appropriate manual(s) for the car – including details / pin nos etc for any entertainment system.
4. The MOT certificate – if applicable.
5. All invoices / bills you have for the car – particularly for any work done to the vehicle, especially when you have had new tyres fitted in recent months. These should be made available, together with all other documentation.
6. Spare set of keys. You must inform us if you only have one set of keys. Any lost keys will have to be replaced, and remote keys can be quite expensive, at anywhere between £100 to £300.

As brokers, we have not seen this vehicle, and every effort is made to ensure that the history and descriptions of the vehicles that we source are accurate so that there is no misunderstanding when the buyer arrives to inspect, pay for and collect your vehicle.

It is therefore your responsibility to ensure that you have provided us with an accurate statement of the authenticity of the vehicle and an honest and truthful description of the overall condition of your car. If there are discrepancies when the buyer or his representative inspect the vehicle on their arrival, they will inform us of this fact before completing the transaction and the above price may have to be re-negotiated.



## YOUR LOGO

For this sale to proceed smoothly, it is therefore in your interests to ensure that you have been honest and truthful in the way you have described your vehicle to us.

Please check the bodywork very carefully to ensure that there are no marks that you have not told us about, there are no chips or cracks in the windscreen and that the interior particularly the seats are in good condition for the age of the vehicle. Any marks (at all) must be reported to us.

Please check the wheels for any scuffing or kerbing as this will require refurbishment and will affect the price if you have not told us about this.

The tyres must have a minimum of 3mm of tread depth all round and be in good condition. Anything less than 3mm must be reported to us, otherwise they may have to be replaced and this may well affect the value of your car. Also, if any tyre walls are damaged in any way, then the offending tyres will have to be replaced before the vehicle is re-sold. Please bear this in mind and inform us of any damage. Buyers will meticulously inspect the tyres.

Finally, you must tell us if the vehicle has been in any accidents and repaired.

The price (above) that we have agreed with you is based solely on the description you have given us of the vehicle and reflects any work that will be required in order for the car to be re-sold.

### Summary of the History and Condition of Vehicle – LV 65 GDK

You have told us that your vehicle's details are as follows:

<b>Registration:</b>	LV 65 GDK
<b>Year:</b>	2015/65
<b>No. of Former Keepers:</b>	1 – (making you the 2 <sup>nd</sup> owner of the vehicle)
<b>Mileage:</b>	28,100
<b>Originally Registered in:</b>	UK
<b>Colour:</b>	Silver, Grey Leather
<b>Service History:</b>	Full BMW Main Dealer service history (oil service in Sept 2015)
<b>Bodywork:</b>	Described as being in excellent condition – with no scuffs, scrapes, scratches or dents reported.
<b>Interior:</b>	Good – no marks
<b>Wheels:</b>	Alloys – all four are described as unmarked, with no scuffs or kerbing reported and therefore not requiring any refurbishment.
<b>Tyres:</b>	New on rear 3 months ago. All four are described as in good condition – and have at least a <u>minimum</u> of 3mm tread depth all round. The tyre walls are not damaged.
<b>Glass:</b>	No chips or scratches
<b>Keys:</b>	2
<b>Finance:</b>	There is outstanding finance on the vehicle with BMW Financial Services.

-----



## YOUR LOGO

### Owner's Statement

*The details provided above are a true and accurate description of the condition of the vehicle, covering its service history, bodywork, interior, wheels, tyres and glass.*

*Should it therefore transpire that on inspection by the buyer, discrepancies are found with the above statement in either the history, the condition or the overall state of the vehicle, then I understand that as additional work will have to be undertaken on the vehicle before it can be re-sold, **YOUR NAME** reserve the right to review and/or re-negotiate any purchase price that has already been agreed for the car.*

*Equally, I also reserve the right to re-negotiate or reject any revised offer should it be deemed to be unacceptable.*

*Finally, I understand that the buyer reserves the right to reject the car should anything be found to be erroneous, either in the condition of the vehicle that has previously been described to **YOUR NAME**, or with regard to the overall authenticity of the vehicle.*

**Name:**

**Signed:**

**Date:**

---

Regards,

John Door  
**XYZ Ltd**



**Invoices – To Dealer**

This is the document that goes to the dealer once the car has been collected because you now want to invoice the dealer, requesting payment for your commission for ‘brokering’ the deal.

You can either go to the expense of having your blank invoices printed as proper stationery, or put your own together fairly simply, together with your own logo if you have one.

The quickest way to send the invoice to the dealer is to fax it across, or if you haven’t got a fax then to email it. Fax is always better because you know that a ‘hard copy’ of the invoice will have arrived at the dealership in question.

If you are VAT registered, don’t forget to add VAT to your commission at the appropriate rate (20% being the current rate). Obviously if you are not VAT registered, or operating as a sole trader for example then clearly you do not need to charge any VAT.

Payment Terms – Stating 7 or 14 days is entirely appropriate in this situation.

YOUR NAME LTD

**INVOICE**

*Invoice Address:*

ABC Dealer Ltd.  
High Street  
New Town  
Buckinghamshire  
BH23 3DR

*Invoice Details:*

Date: 1<sup>st</sup> October 2019  
Invoice No: IV236415  
Customer Ref: GB  
Pay Method: Cheque

Relating to the sourcing of the following motor vehicle -

As arranged and authorised with: **George Brown – ABC Ltd.**

-----

**Make / Model:** Audi TT 1.8T Quattro Coupe 180bhp 6 Spd Man  
– 17/67 Model

**Registration Number:** GN 67 HYV / WDB1854362L284891

**Client Name:** David Green  
**Client Location:** 32 High Meadow Hill, Broughton, Worcestershire,  
WA5 2RT

**Brokerage Commission:** £ 500.00 (plus VAT)

Commission due for successful introduction and purchase of above vehicle:	<b>£ 500.00</b>
VAT @ 20%	<b>£ 100.00</b>
<b>TOTAL:</b>	<b><u>£ 600.00</u></b>

*Thank you for your order.*

*Payment terms are 7 Days unless otherwise agreed.*

*Please make cheques payable to Your Name Ltd.*



### Statements

There is no real need to produce statements, but if you are selling quite a few cars to just one dealer, you might want to do this to make sure they are aware of the outstanding monies due to you.

As with invoices, you can either go to the expense of having your blank statements printed as proper stationery, or put your own together fairly simply, together with your own logo if you have one.

### Emails / Faxes

Emails are obviously the easiest, cheapest and quickest way for you to send out sales confirmations, invoices etc to both sellers and buyers.

Some dealers may still use faxes, rather than email. But these are possibly only smaller independents.

Only resort to post is you absolutely have to.

### Internal Sales Records

This is an essential part of your administration as it should allow you to accumulate your records for compiling details of all the cars that you are working with, together with those that have been sold and also those that you haven't sold.

Using a spreadsheet (Excel or other) is by far the easiest and most efficient way of compiling and maintaining your day-to-day records of all the vehicles you are working with and selling.



Auto Car Brokers  
Driven To Success

Tel: 07795107418

e: [info@autocarbrokers.co.uk](mailto:info@autocarbrokers.co.uk) / w: [www.autocarbrokers.co.uk](http://www.autocarbrokers.co.uk)

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