

# Vehicle Handover & Delivery Note

Records the condition and items handed over when a vehicle changes hands.

## 1. Vehicle & parties

Make & model	
Registration (number plate)	
Deliverer / seller — name & phone	
Receiver / buyer — name & phone	
Date & place of handover	

## 2. Condition at handover

Odometer reading (km)	
Fuel level	
Exterior condition notes	
Interior condition notes	
Existing damage / marks	

## 3. Items handed over

Item	✓	Notes
Logbook / records of ownership	<input type="checkbox"/>	
All keys (state how many)	<input type="checkbox"/>	
Spare wheel	<input type="checkbox"/>	
Jack & tools	<input type="checkbox"/>	
Owner's manual	<input type="checkbox"/>	
Service records	<input type="checkbox"/>	
Fuel card / accessories	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

## 4. Confirmation & signatures

Both parties confirm that the vehicle, its condition and the items above were handed over and received as recorded in this note. Signed in duplicate, one copy kept by each party.

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DELIVERER / SELLER SIGNATURE

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NAME & DATE

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RECEIVER / BUYER SIGNATURE

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NAME & DATE

**Disclaimer.** This is a general template provided free for convenience — it is not legal advice. It records a handover but does not by itself transfer ownership; complete the NTSA transfer separately. Garisea is not a party to your transaction and accepts no liability for its use.

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