Used Car Purchase Receipt

Private vehicle sale template (UK) - complete two copies, one for each party.

Vehicle details

Registration number	
Make and model	
VIN / chassis number	
Mileage at handover	

Where to find the VIN
It is often visible at the bottom of the windscreen, on the driver's door pillar, or stamped in the body or engine bay.
Compare the VIN on the vehicle with the VIN shown on the V5C. If they do not match, pause and establish why.

Sale details

Agreed purchase price	£
Date and time of sale	
Payment method	

Seller

Full name	
Address	
Phone / email (optional)	

Buyer

Full name	
Address	
Phone / email (optional)	

Items handed over

☐ Main key	☐ Spare key(s)	☐ Green V5C new keeper slip
☐ Service history / invoices	☐ Owner's manuals	☐ Locking wheel nut key

Other items / notes: _____

Confirmation and signatures

The buyer and seller confirm that the vehicle above was sold for the stated price on the date shown.
This receipt records the transaction and items handed over; it does not replace the V5C/DVLA process.

Seller signature	**Buyer signature**
Date	**Date**

Before driving away: the seller should notify DVLA and give the buyer the green new keeper slip.
The buyer must tax the vehicle and have appropriate insurance before using it on the road. Vehicle tax does not transfer.

Important: A V5C identifies the registered keeper. This template is a practical record of the sale, not legal advice or proof of ownership by itself.
Do not publish or unnecessarily share V5C document reference numbers or photographs of the V5C.