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| **TRADE-IN DOCUMENTS** | |  | **INVOICING DOCUMENTS** |  |
|  |  |  |  |  |
| TAX INVOICE |  |  | SIGNED OTP & COSTING |  |
| COPY. REG DOCUMENT |  |  | USED VEHICLE SALES ORDER ACCEPTANCE |  |
| COPY LICENSE / DISK |  |  | BANK APPROVAL |  |
| TRADE IN OFFER |  |  | CASH DEAL - PAYMENTS |  |
| TRADE SCHEDULE |  |  | INVOICING INSTRUCTIONS |  |
| VMS - VSOA |  |  | INVOICE |  |
| VEHICLE LOCATION CONFIRMATION |  |  | BANK RELEASE |  |
| INSPECTION SHEET / BUMPER TO BUMPER REPAIR QOUTE |  |  | BANK PAYMENT(DEPOSIT) |  |
| SERVICE HISTORY & PHOTOS |  |  | CUSTOMER DELIVERY NOTE (HAND OVER) |  |
| CANCELLED CHEQUE / LATEST BANKING DETAILS CONFIRMATION |  |  |  |  |
| **IF APPLICABLE** |  |  | GATE PASS |  |
| BANK SETTLEMENT LETTER |  |  | BANK STATEMENT PAYMENT(DEPOSIT) |  |
| BANK PAID UP LETTER |  |  | FICA DOCUMENTS |  |
|  |  |  |  |  |
| **PAYMENT REQUISTIONS** | **POP** |  | COMPILED BY: |  |
| BANK SETTLEMENT |  |  | APPROVED:  **Asset Manager, Planning & Steering Top Used** |  |
| DEPOSIT |  |  | APPROVED: **Head of Top Used** |  |
| PAYMENT TO THE CUSTOMER |  |  |  |  |
| VMS- JOURNAL |  |  |  |  |
| DEALER STOCKED |  |  |  |  |
| STOCKED |  |  |  |  |
|  |  |  |  |  |
| COMPILED BY: |  |  |  |  |
| APPROVED:  **Asset Manager, Planning & Steering Top Used** |  |  |  |  |
| APPROVED: **Head of Top Used** |  |  |  |  |
|  |  |  |  |  |