

CLICK-AND-COLLECT QUOTATION FORM

UK garage / dealer customer quotation and pre-order record template

Important: This template is a general business document for recording vehicle quotations, customer options, finance discussions, pricing decisions, deposits, extras and pre-order evidence. It is not legal, tax, accounting or financial advice. Have it checked by a qualified adviser for your exact business, finance permissions, consumer process and jurisdiction before relying on it.

Form reference / quote number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Salesperson:

Purpose

Used where the customer reserves or agrees the deal online, then collects from the garage.

Details to Record

Customer name:	Vehicle registration:
Vehicle price:	Reservation payment:
Collection date/time:	Collection location:
Balance due:	ID required on collection:
Finance status:	Cancellation terms:
Handover checklist required:	Customer acknowledgement:

Notes / Supporting Evidence

Notes, supporting evidence, customer communications, quote references or follow-up action:

Signatures / Acceptance

Customer signature: _____	Salesperson / garage signature: _____
Date: _____	Time / reference: _____