

# DELIVERY 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 when quoting vehicle delivery.

## Details to Record

Customer full name:	Delivery address:
Vehicle registration:	Delivery distance:
Delivery date requested:	Delivery fee:
Included mileage, if applicable:	Handover method:
Delivery inspection required? [ ] Yes [ ] No	Cancellation terms:
Customer acknowledgement:	

## Notes / Supporting Evidence

**Compliance / guidance note:** For online or distance sales, businesses must give customers information about cancellation rights; GOV.UK says customers can normally cancel an online/distance order up to 14 days after delivery.

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

## Signatures / Acceptance

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