

QUOTE REVISION 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 a quote changes after inspection, finance update, price change, or customer request.

Details to Record

Customer name:	Original quote number:
Revised quote number:	Vehicle registration:
Original price:	Revised price:
Reason for change:	Part-exchange value changed:
Finance settlement changed:	Warranty/extras changed:
Customer informed? [] Yes [] No	Customer accepted revision? [] Yes [] No
Date revised:	

Notes / Supporting Evidence

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

Signatures / Acceptance

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