

VEHICLE CUSTOMER 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 giving a customer a written quote for a vehicle.

Details to Record

Customer full name:	Customer address:
Customer phone number:	Customer email address:
Vehicle registration:	VIN/chassis number:
Make, model, trim:	Mileage:
Vehicle price:	Deposit required:
Balance payable:	Quote issue date:
Quote expiry date:	What is included in the price:
What is not included in the price:	Salesperson name:

Notes / Supporting Evidence

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

Signatures / Acceptance

Customer signature: _____	Garage representative signature: _____
Date: _____	Time / reference: _____