

BUSINESS 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 quoting a company or business buyer.

Details to Record

Company name:	Company registration number:
VAT number, if applicable:	Contact name:
Job title:	Vehicle registration:
Vehicle price:	VAT treatment:
Finance or lease quote, if applicable:	Delivery fee:
Payment terms:	Quote expiry date:

Notes / Supporting Evidence

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

Signatures / Acceptance

Authorised buyer signature: _____	Salesperson signature: _____
Date: _____	Time / reference: _____