

CASH PURCHASE 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 the customer is buying the vehicle without finance.

Details to Record

Customer full name:	Vehicle registration:
Vehicle price:	Deposit amount:
Balance due:	Payment method:
Bank transfer:	Debit card:
Cash, if accepted:	Admin fee, if any:
Delivery fee, if any:	Warranty included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Quote expiry date:	Final amount payable:

Notes / Supporting Evidence

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

Signatures / Acceptance

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