

# DISTANCE SALE 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 quote is given online, by phone, email, or without the customer visiting the premises.

## Details to Record

Customer name:	Customer address:
Vehicle registration:	Vehicle price:
Delivery charge:	Deposit:
Balance payable:	Distance sale terms:
Cancellation rights notice provided? [ ] Yes [ ] No	Return responsibility explained:
Vehicle description supplied:	Photos/video supplied:
Quote expiry date:	Customer acknowledgement:

## Notes / Supporting Evidence

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

## Signatures / Acceptance

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