

FINANCE COMMISSION DISCLOSURE QUOTE 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 finance is discussed and the garage may receive commission.

Details to Record

Customer full name:	Vehicle registration:
Finance provider or broker:	The garage may receive commission? <input type="checkbox"/> Yes <input type="checkbox"/> No
Nature of commission:	Fixed fee:
Percentage commission:	Volume-based commission:
Other remuneration:	Whether commission may affect recommendation:
Customer confirms disclosure received before application:	

Notes / Supporting Evidence

Compliance / guidance note: FCA guidance says credit broking firms must disclose the existence and nature of commission, fee, or remuneration where it could affect impartiality or have a material impact on the customer's decision.

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

Signatures / Acceptance

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