

# NEGATIVE EQUITY 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 the customer owes more on their part-exchange than it is worth.

## Details to Record

Customer name:	Part-exchange vehicle registration:
Agreed part-exchange value:	Finance settlement figure:
Negative equity amount:	How negative equity will be handled:
Paid separately:	Added to new finance:
Included in balance due:	New total amount payable:
Customer confirms they understand the shortfall:	

## Notes / Supporting Evidence

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

## Signatures / Acceptance

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