

# PART-EXCHANGE 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's current vehicle is included in the quote.

## Details to Record

Customer full name:	Part-exchange vehicle registration:
Part-exchange make, model, trim:	Mileage:
MOT expiry:	Service history:
Condition notes:	Agreed part-exchange value:
Finance settlement amount:	Positive equity:
Negative equity:	Value valid until date:
Mileage limit before revaluation:	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: _____