

# QUOTE VALIDITY AND PRICE HOLD 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 garage agrees to hold a price for a set period.

## Details to Record

Customer name:	Vehicle registration:
Quote number:	Quoted price:
Price valid until:	Stock reserved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Deposit required to hold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Price subject to change after expiry:
Part-exchange value subject to reappraisal:	Customer acknowledgement:

## Notes / Supporting Evidence

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

## Signatures / Acceptance

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