

# SERVICE PLAN 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 offering a service plan with the vehicle.

## Details to Record

Customer name:	Vehicle registration:
Service plan provider:	Plan length:
Number of services included:	Monthly payment or one-off cost:
What is included:	What is excluded:
Cancellation terms:	Quote expiry date:
Customer selected / declined:	

## Notes / Supporting Evidence

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

## Signatures / Acceptance

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