

# TRADE BUYER 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 quoting another motor trader or business buyer.

## Details to Record

Buyer business name:	Buyer contact name:
Buyer address:	Vehicle registration:
Vehicle price:	VAT status:
Margin scheme status:	Sold as trade? <input type="checkbox"/> Yes <input type="checkbox"/> No
Delivery/collection terms:	Payment terms:
Quote expiry date:	

## Notes / Supporting Evidence

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

## Signatures / Acceptance

Authorised buyer signature: _____	Salesperson signature: _____
Date: _____	Time / reference: _____