

# VEHICLE RESERVATION 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 a customer wants to reserve a vehicle before full purchase.

## Details to Record

Customer full name:	Vehicle registration:
Vehicle price:	Reservation amount:
Reservation period:	Reservation expiry date/time:
Refundable or non-refundable status:	Subject to viewing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Subject to finance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Subject to inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No
Terms of reservation:	

## Notes / Supporting Evidence

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

## Signatures / Acceptance

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