Bodyshop name, address and VAT number

QUOTATION

Number _____

Date _____

Valid until _____

CUSTOMER

Name _____

Phone _____

Email _____

Address _____

Insurer _____

Claim no. _____

VEHICLE

Registration _____

Make and model _____

Year _____

VIN _____

Colour _____

Mileage _____

TYPE	DESCRIPTION	QTY	UNIT PRICE	VAT	NET

TERMS

- This quote is valid until the date shown above.
- We'll start work once you approve this quote. If we find more damage once parts are removed, or a price changes, we'll contact you first, and nothing beyond this quote is done or charged without your approval.
- On an insurance claim, you pay the policy excess and your insurer pays the balance.
- Fee for this quote, including any strip-down needed to write it: £_____ (or none).
- Storage: £_____ a day, starting ____ days after we tell you your vehicle is ready.
- Replaced parts are yours if you ask for them, unless your insurer needs them or they go back to the supplier as an exchange part.
- Guarantee: _____

Subtotal _____

Discount _____

Total excluding VAT _____

VAT at 20% _____

Total including VAT _____

Less excess (paid by customer) _____

Balance due from insurer _____

CUSTOMER APPROVAL

I have read this quote and its terms, and I approve the work at the prices shown.

Name _____ Signature _____ Date _____