[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Auto repair garage customer quote

A clear quote for vehicle work - parts, labour and what is not included.

Quote number: _____

Date: _____

Prepared for: _____

Valid until: _____

Scope of work [Vehicle: reg, make, model] - [detail]

[Work described, e.g. front brakes - pads and discs] - [detail]

[Parts: genuine / OEM / aftermarket as priced] - [detail]

Price

Item	Amount
[Parts]	[£ amount]
[Labour - hours]	[£ amount]
Total	[£ total]

Exclusions [e.g. excludes MOT retest fee, excludes faults found during strip-down - customer contacted first]

Acceptance I accept this quote. Signed: [Customer signature] Date: [Date]

Sign-off: Quoted by: _____ **Signature:** _____ **Date:** _____