MOVING SERVICE QUOTE REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Use the same currency and comparable service scope for the quotes.

STEP 2 Enter the budget allowance and written quoted amount for each service.

STEP 3 Record access charges, packing exclusions, insurance questions and the source of the quote.

STEP 4 Which fact or document still needs checking?

MOVING SERVICE QUOTE REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

QUOTE REVIEW DATE	SUPPLIER OR SERVICE OPTION	PERSON RESPONSIBLE	BUDGET ALLOWANCE	WRITTEN QUOTE AMOUNT	INCLUDED SCOPE, EXCLUSIONS AND SOURCE

Outstanding question or record to confirm

MOVING SERVICE QUOTE REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Use the same currency and comparable service scope for the quotes.

Concrete next action	Owner / due

ACTION 2 Enter the budget allowance and written quoted amount for each service.

Concrete next action	Owner / due

ACTION 3 Record access charges, packing exclusions, insurance questions and the source of the quote.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Quoted prices are not payments or guaranteed final bills. Check supplier terms and confirm what the written quote includes.

- [ ] Source checked
- [ ] Next action assigned