

FINAL INVOICE AND PAYMENT FILE CHECKLIST

UK garage / dealer invoice, payment and accounts record template

Important: This template is a general business document for recording vehicle invoices, receipts, payments, refunds, VAT treatment and sales ledger records. It is not legal, tax, accounting or financial advice. Have it checked by a qualified adviser for your exact business, VAT position, sales process and jurisdiction before relying on it.

Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used before closing the financial side of the deal.

Details to Record

Final invoice saved:	VAT/margin status checked:
Deposit receipt saved:	Balance receipt saved:
Finance payout receipt saved, if applicable:	Part-exchange allowance recorded:
Refunds/credits resolved:	Bank payments reconciled:
Sales ledger updated:	VAT records updated:
Vehicle released only after cleared funds:	Manager sign-off:

Notes / Supporting Evidence

Notes, supporting evidence, payment references, accounting checks or follow-up action:

Signatures / Authorisation

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