

FINAL VEHICLE SALES INVOICE

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 as the main final invoice for the vehicle sale.

Details to Record

Invoice number:	Invoice date:
Garage/business name:	Garage address:
Garage VAT number, if applicable:	Customer full name:
Customer address:	Vehicle registration:
VIN/chassis number:	Make, model, trim:
Mileage at sale:	Sale price:
Deposit paid:	Balance payable:
VAT status:	Warranty included:
Payment method:	Salesperson name:

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: _____