

PRO-FORMA VEHICLE 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 before the final invoice, often where payment or finance is pending.

Details to Record

Pro-forma invoice number:	Issue date:
Customer name:	Customer address:
Vehicle registration:	Vehicle price:
Deposit required:	Balance required:
Payment deadline:	Bank details:
Finance pending? Yes / No:	Vehicle reserved? Yes / No:
Not a VAT invoice wording:	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: _____