

# VAT INVOICE FORM

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 when the vehicle or services are subject to normal VAT invoicing.

Compliance note: HMRC VAT record-keeping guidance says VAT invoices must show details such as a sequential number, supplier details, customer details, tax point, description, VAT rate, VAT amount, and total. (gov.uk)

## Details to Record

VAT invoice number:	Invoice date:
Tax point/supply date:	Garage name and address:
Garage VAT registration number:	Customer name and address:
Vehicle details:	Net amount:
VAT rate:	VAT amount:
Gross total:	Payment received:
Balance due:	Authorised signature:

## 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: _____