

# VAT QUALIFYING INVOICE SUPPORT RECORD

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 where VAT is charged in the normal way.

## Details to Record

Stock number:	Vehicle registration:
Purchase invoice attached:	VAT reclaimed? Yes / No:
Sale invoice number:	Net sale value:
VAT charged:	Gross sale value:
VAT return period:	Accountant/bookkeeper review:
Date reviewed:	

## 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: _____