

CANCELLED INVOICE 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 when a sale falls through after an invoice was created.

Details to Record

Invoice number:	Customer full name:
Vehicle registration:	Invoice date:
Reason cancelled:	Deposit refunded? Yes / No:
Credit note issued? Yes / No:	Vehicle released back to sale? Yes / No:
Manager approval:	Date cancelled:

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: _____