

# CUSTOMER REFUND AUTHORISATION 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 before refunding a customer.

## Details to Record

Customer full name:	Vehicle registration:
Original payment amount:	Refund amount:
Reason for refund:	Cancelled sale:
Overpayment:	Returned extras:
Distance sale cancellation:	Goodwill refund:
Refund approved by:	Refund method:
Date approved:	

## 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: _____