

# DISTANCE SALE REFUND STATEMENT

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 a distance sale is cancelled and a refund is due.

Compliance note: For online or distance sales, GOV.UK says businesses must tell customers they can normally cancel up to 14 days after delivery. (gov.uk)

## Details to Record

Customer full name:	Vehicle registration:
Delivery date:	Cancellation date:
Amount paid:	Refund due:
Lawful deductions, if any:	Return delivery cost position:
Vehicle condition on return:	Refund method:
Customer acknowledgement:	Manager approval:

## 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: _____