

# FINAL PAYMENT BEFORE RELEASE CHECKLIST

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 allowing the vehicle to leave the premises.

## Details to Record

Customer full name:	Vehicle registration:
Final invoice issued:	Deposit received:
Finance payout received, if applicable:	Customer balance received:
Part-exchange received:	Refund/overpayment resolved:
Cleared funds confirmed:	Manager release approval:
Staff signature:	Date completed:

## 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: _____