

# FULL AND FINAL PAYMENT RECEIPT

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 all money has been received and the deal is financially complete.

## Details to Record

Customer full name:	Vehicle registration:
Invoice number:	Total vehicle price:
Deposit paid:	Finance payout received:
Part-exchange allowance:	Final balance paid:
Total received:	No further balance due? Yes / No:
Date completed:	Garage signature:
Customer acknowledgement:	

## 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: _____