

FINAL VEHICLE SALES INVOICE

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 as the main final invoice for the vehicle sale.

Details to Record

Invoice number:	Invoice date:
Garage/business name:	Garage address:
Garage VAT number, if applicable:	Customer full name:
Customer address:	Vehicle registration:
VIN/chassis number:	Make, model, trim:
Mileage at sale:	Sale price:
Deposit paid:	Balance payable:
VAT status:	Warranty included:
Payment method:	Salesperson name:

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: _____

VAT INVOICE FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used when the vehicle or services are subject to normal VAT invoicing.

Compliance note: HMRC VAT record-keeping guidance says VAT invoices must show details such as a sequential number, supplier details, customer details, tax point, description, VAT rate, VAT amount, and total. (gov.uk)

Details to Record

VAT invoice number:	Invoice date:
Tax point/supply date:	Garage name and address:
Garage VAT registration number:	Customer name and address:
Vehicle details:	Net amount:
VAT rate:	VAT amount:
Gross total:	Payment received:
Balance due:	Authorised signature:

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: _____

VAT MARGIN SCHEME SALES INVOICE

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used when the used vehicle is sold under the VAT margin scheme.

Compliance note: For second-hand vehicles, GOV.UK says the VAT margin scheme lets VAT be accounted for on the difference between purchase price and selling price instead of the full selling price. (gov.uk)

Details to Record

Invoice number:	Invoice date:
Garage name and address:	Customer name and address:
Vehicle registration:	VIN/chassis number:
Make, model, trim:	Mileage:
Sale price:	Margin scheme wording:
VAT not shown separately:	Payment received:
Balance due:	Salesperson name:
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: _____

PRO-FORMA VEHICLE INVOICE

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used before the final invoice, often where payment or finance is pending.

Details to Record

Pro-forma invoice number:	Issue date:
Customer name:	Customer address:
Vehicle registration:	Vehicle price:
Deposit required:	Balance required:
Payment deadline:	Bank details:
Finance pending? Yes / No:	Vehicle reserved? Yes / No:
Not a VAT invoice wording:	Salesperson name:

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: _____

DEPOSIT RECEIPT FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used when a customer pays a deposit before final completion.

Details to Record

Receipt number:	Customer full name:
Vehicle registration:	Deposit amount:
Payment date:	Payment method:
Payment reference:	Refundable / non-refundable status:
Conditions attached:	Balance remaining:
Staff member receiving payment:	Customer signature:

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: _____

BALANCE PAYMENT RECEIPT FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used when the customer pays the final balance.

Details to Record

Receipt number:	Customer full name:
Vehicle registration:	Invoice number:
Balance amount due:	Amount paid:
Payment date:	Payment method:
Bank/card/cash reference:	Payment received in full? Yes / No:
Vehicle may be released? Yes / No:	Staff signature:

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: _____

FULL AND FINAL PAYMENT RECEIPT

UK garage / dealer invoice, payment and accounts record template

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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: _____

CASH PAYMENT RECEIPT FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where a customer pays part or all of the balance in cash.

Compliance note: If a UK business accepts or makes high-value cash payments of EUR10,000 or more, or the equivalent in any currency, for goods, it may need to register with HMRC as a high value dealer under money laundering regulations. (gov.uk)

Details to Record

Customer full name:	Vehicle registration:
Cash amount received:	Date received:
Staff member receiving cash:	Cash counted by:
Second staff check:	Payment allocated to invoice number:
Cash threshold check completed? Yes / No:	Source of funds form required? Yes / No:
Customer signature:	

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: _____

BANK TRANSFER RECEIPT FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used when payment is made by bank transfer.

Details to Record

Customer full name:	Vehicle registration:
Amount received:	Payment date:
Bank reference:	Sender account name:
Invoice number:	Funds cleared? Yes / No:
Bank statement checked? Yes / No:	Staff member confirming receipt:
Vehicle release approved? Yes / No:	

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: _____

CARD PAYMENT RECEIPT FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used when payment is made by debit or credit card.

Details to Record

Customer full name:	Vehicle registration:
Amount paid:	Card payment date:
Card terminal/provider:	Transaction reference:
Last four digits of card, if policy allows:	Payment authorised? Yes / No:
Chargeback risk noted? Yes / No:	Receipt issued? Yes / No:
Staff member:	

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: _____

FINANCE COMPANY PAYOUT RECEIPT

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used when a finance company pays the garage.

Details to Record

Customer full name:	Vehicle registration:
Finance provider:	Finance agreement/reference number:
Amount financed:	Deposit amount:
Finance payout amount:	Payout date:
Payment reference:	Shortfall or surplus:
Funds cleared? Yes / No:	Staff member checking:

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: _____

PART-EXCHANGE ALLOWANCE STATEMENT

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where a part-exchange is included in the final deal.

Details to Record

Customer full name:	Vehicle being purchased:
Part-exchange vehicle registration:	Part-exchange allowance:
Finance settlement on PX:	Positive equity:
Negative equity:	Amount used as deposit:
Amount deducted from balance:	Final balance payable:
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: _____

NEGATIVE EQUITY FINAL STATEMENT

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where the customer's part-exchange has negative equity.

Details to Record

Customer full name:	Part-exchange vehicle registration:
Finance settlement amount:	Agreed part-exchange value:
Negative equity amount:	How negative equity was handled:
Paid separately:	Added to new finance:
Included in final balance:	Customer confirms they understand:
Customer signature:	

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: _____

POSITIVE EQUITY FINAL STATEMENT

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where the customer's part-exchange has positive equity.

Details to Record

Customer full name:	Part-exchange vehicle registration:
Agreed part-exchange value:	Finance settlement amount:
Positive equity amount:	Used as deposit:
Deducted from final balance:	Paid to customer:
Payment reference if refunded:	Customer signature:

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: _____

WARRANTY INVOICE / RECEIPT FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used when a warranty is included or sold separately.

Details to Record

Customer full name:	Vehicle registration:
Warranty provider:	Warranty level:
Warranty duration:	Warranty start date:
Warranty price:	Included in vehicle price? Yes / No:
Sold separately? Yes / No:	Warranty certificate number:
Payment received:	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: _____

OPTIONAL EXTRAS INVOICE FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used for accessories, protection products, service plans, or add-ons.

Details to Record

Customer full name:	Vehicle registration:
Invoice number:	Paint protection:
Warranty upgrade:	Service plan:
Accessories:	Delivery fee:
Admin fee, if applicable:	Item prices:
Total extras cost:	VAT status:
Payment received:	

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: _____

DELIVERY FEE INVOICE / RECEIPT

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used when the customer pays for vehicle delivery.

Details to Record

Customer full name:	Delivery address:
Vehicle registration:	Delivery date:
Delivery fee:	Mileage or distance charge:
Payment method:	Payment received? Yes / No:
Delivery included in invoice? Yes / No:	Driver/transport company:
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: _____

ADMIN FEE INVOICE RECORD

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where an admin fee is charged.

Details to Record

Customer full name:	Vehicle registration:
Admin fee amount:	What the fee covers:
Included in advertised price? Yes / No:	Disclosed before order? Yes / No:
VAT treatment:	Customer acknowledgement:
Invoice number:	Date charged:

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: _____

VEHICLE TAX PAYMENT RECORD

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used if the garage assists the customer with taxing the vehicle.

Details to Record

Customer full name:	Vehicle registration:
Tax amount paid:	Who paid the tax:
Customer:	Garage on customer's behalf:
Payment reference:	Date taxed:
Customer reminded tax is their responsibility:	Customer signature:

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: _____

CUSTOMER PAYMENT SCHEDULE FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where the customer pays in stages before collection.

Details to Record

Customer full name:	Vehicle registration:
Total invoice amount:	Deposit due date:
Interim payment due date:	Final balance due date:
Amount due at each stage:	Payment methods:
Late payment notes:	Vehicle release condition:
Customer signature:	

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: _____

OUTSTANDING BALANCE REMINDER FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used if the customer has not paid the final balance by the agreed date.

Details to Record

Customer full name:	Vehicle registration:
Invoice number:	Balance outstanding:
Original due date:	Reminder date:
Payment deadline:	Payment method:
Vehicle release blocked? Yes / No:	Staff member:
Notes:	

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: _____

PAYMENT SHORTFALL RECORD

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where the received payment is less than the amount due.

Details to Record

Customer full name:	Vehicle registration:
Invoice total:	Amount received:
Shortfall amount:	Reason for shortfall:
Bank fee:	Incorrect transfer:
Finance payout difference:	Part-exchange settlement change:
Customer informed? Yes / No:	Resolution agreed:
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: _____

OVERPAYMENT RECORD AND REFUND FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where the customer pays too much.

Details to Record

Customer full name:	Vehicle registration:
Invoice number:	Amount due:
Amount received:	Overpayment amount:
Refund due? Yes / No:	Refund method:
Customer bank details checked:	Refund reference:
Customer confirmation:	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: _____

CUSTOMER REFUND AUTHORISATION FORM

UK garage / dealer invoice, payment and accounts record template

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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: _____

CUSTOMER REFUND RECEIPT FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used after the refund has been sent.

Details to Record

Customer full name:	Vehicle registration:
Refund amount:	Refund date:
Refund method:	Bank/card reference:
Customer confirms refund received:	Invoice adjusted? Yes / No:
Credit note issued? Yes / No:	Customer signature:
Staff signature:	

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: _____

CREDIT NOTE FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where an invoice needs to be reduced, corrected, or partly cancelled.

Details to Record

Credit note number:	Original invoice number:
Customer full name:	Vehicle registration:
Reason for credit:	Amount credited:
VAT amount, if applicable:	Revised balance:
Date issued:	Authorised by:
Customer copy issued? Yes / No:	

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: _____

INVOICE CORRECTION FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where an invoice error is found.

Details to Record

Original invoice number:	Customer full name:
Vehicle registration:	Error found:
Incorrect price:	Incorrect VAT treatment:
Wrong customer details:	Wrong vehicle details:
Corrected invoice number:	Credit note required? Yes / No:
Manager approval:	Date corrected:

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: _____

CANCELLED INVOICE RECORD

UK garage / dealer invoice, payment and accounts record template

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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: _____

DISTANCE SALE REFUND STATEMENT

UK garage / dealer invoice, payment and accounts record template

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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: _____

INVOICE PAYMENT RECONCILIATION FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used internally to confirm invoice payments match the bank and accounting system.

Details to Record

Invoice number:	Customer full name:
Vehicle registration:	Invoice total:
Deposit received:	Finance payout received:
Customer balance received:	Refunds issued:
Bank references matched? Yes / No:	Accounting system updated? Yes / No:
Reconciled by:	Date reconciled:

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: _____

SALES LEDGER ENTRY FORM

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used to enter the sale into accounts.

Details to Record

Customer name:	Invoice number:
Vehicle registration:	Sale date:
Sale value:	VAT status:
VAT amount, if applicable:	Margin scheme status:
Payment received:	Outstanding balance:
Ledger code:	Posted by:
Date posted:	

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: _____

VAT MARGIN CALCULATION SUPPORT RECORD

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used to support the invoice where the vehicle is sold under the margin scheme.

Compliance note: GOV.UK says businesses using a margin scheme must record certain information for each item they buy and sell under the scheme and must keep VAT records for 6 years. (gov.uk)

Details to Record

Stock number:	Vehicle registration:
Purchase price:	Sale price:
Gross margin:	VAT due on margin:
Net margin after VAT:	Purchase invoice attached? Yes / No:
Sales invoice attached? Yes / No:	Stockbook updated? Yes / No:
Checked by:	Date checked:

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: _____

VAT QUALIFYING INVOICE SUPPORT RECORD

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where VAT is charged in the normal way.

Details to Record

Stock number:	Vehicle registration:
Purchase invoice attached:	VAT reclaimed? Yes / No:
Sale invoice number:	Net sale value:
VAT charged:	Gross sale value:
VAT return period:	Accountant/bookkeeper review:
Date reviewed:	

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: _____

MARGIN SCHEME INVOICE WORDING CHECKLIST

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used to check that margin scheme invoices do not incorrectly show VAT separately.

Details to Record

Invoice number:	Customer name:
Vehicle registration:	Margin scheme applies? Yes / No:
Correct wording included? Yes / No:	VAT shown separately? Yes / No:
If VAT shown separately, correction required:	Checked by:
Manager/bookkeeper approval:	Date checked:

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: _____

FINAL PAYMENT BEFORE RELEASE CHECKLIST

UK garage / dealer invoice, payment and accounts record template

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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: _____

VEHICLE RELEASE AUTHORISATION FORM

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used to confirm the vehicle may be released to the customer.

Details to Record

Customer full name:	Vehicle registration:
Invoice number:	Cleared funds received? Yes / No:
Finance agreement live? Yes / No:	Insurance evidence checked, if required:
Vehicle tax reminder given:	Handover checklist ready:
V5C transfer ready:	Authorised by:
Date and time authorised:	

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: _____

PAYMENT DISPUTE RECORD

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used if the customer disputes the amount charged or paid.

Details to Record

Customer full name:	Vehicle registration:
Invoice number:	Disputed amount:
Reason for dispute:	Evidence reviewed:
Sales order checked:	Quote checked:
Payment records checked:	Outcome:
Refund/credit required? Yes / No:	Manager signature:

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: _____

CHARGEBACK / REVERSED PAYMENT RECORD

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used where a card or online payment is reversed.

Details to Record

Customer full name:	Vehicle registration:
Payment amount:	Payment provider:
Transaction reference:	Chargeback date:
Reason code:	Evidence submitted:
Vehicle released? Yes / No:	Recovery action:
Manager sign-off:	

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: _____

HIGH-VALUE CASH PAYMENT RECORD

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used if the garage accepts large cash payments.

Details to Record

Customer full name:	Vehicle registration:
Cash amount:	Date received:
Single payment or linked payments:	Source of funds form completed? Yes / No:
ID checked? Yes / No:	AML registration required? Yes / No:
Manager approval:	Suspicious activity concern? Yes / No:
Notes:	

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: _____

FINAL INVOICE AND PAYMENT FILE CHECKLIST

UK garage / dealer invoice, payment and accounts record template

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Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used before closing the financial side of the deal.

Details to Record

Final invoice saved:	VAT/margin status checked:
Deposit receipt saved:	Balance receipt saved:
Finance payout receipt saved, if applicable:	Part-exchange allowance recorded:
Refunds/credits resolved:	Bank payments reconciled:
Sales ledger updated:	VAT records updated:
Vehicle released only after cleared funds:	Manager sign-off:

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: _____