

# INVOICE CORRECTION 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 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: _____