

INVOICE

Car sales invoice template

Invoice number

Invoice date

Payment due

FROM

Your business name

Address

Town and postcode

Phone

Email

BILL TO

Client name

Company (if any)

Address

Town and postcode

Purchase order number — if they issued one

CAR SALES DETAILS

Registration, VIN, make, model and colour

Mileage at point of sale

Sale price, and deposit already paid

Part exchange, if any

Buyer and seller names and addresses

VAT treatment stated correctly

Condition wording where applicable

DESCRIPTION	QTY	UNIT PRICE (£)	AMOUNT (£)

Subtotal£

Total due£

HOW TO PAY

Bank name

Sort code

Payment reference — use the invoice number

Account name

Account number

Payment terms — e.g. 14 days from invoice date

Before you send it: what a car sales invoice must show

- ☐ **Registration, VIN, make, model and colour**
The VIN is what identifies the car if the plate changes.
- ☐ **Mileage at point of sale**
Recorded and agreed, which protects both sides against later clocking allegations.
- ☐ **Sale price, and deposit already paid**
Show the deposit and the balance due separately.
- ☐ **Part exchange, if any**
The vehicle taken in and the value allowed, as its own line.
- ☐ **Buyer and seller names and addresses**
Both, in full. This is the ownership record.
- ☐ **VAT treatment stated correctly**
Margin scheme, qualifying vehicle or standard rated. These are not interchangeable.
- ☐ **Condition wording where applicable**
"Sold as seen, tried and approved" for trade or private sales where no warranty is offered.

Where this one goes wrong

- ☐ **Showing VAT on a margin scheme sale**
Under the second-hand margin scheme you must not show a separate VAT amount. Doing so is a compliance error, not a presentational one.
- ☐ **No VIN**
Registration plates can be changed or transferred. The VIN is the vehicle's permanent identity and belongs on the document.
- ☐ **Deposit not shown**
An invoice for the full price after a deposit has been paid causes an overpayment or an argument, sometimes both.