

INVOICE

Mechanic invoice template

Invoice number

Invoice date

Tax point — if different to invoice date

Payment due

FROM

Your business name

Address

Town and postcode

Phone

Email

VAT registration number

BILL TO

Client name

Company (if any)

Address

Town and postcode

Purchase order number — if they issued one

MECHANIC DETAILS

Vehicle registration, make and model

Mileage at the time of work

Parts, itemised with quantity

Labour, with hours and rate

Work carried out, in plain words

Any advisories not actioned

VAT split where registered

DESCRIPTION	QTY	UNIT PRICE (£)	VAT %	AMOUNT (£)

Subtotal£

VAT @ 20%£

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 mechanic invoice must show

- ☐ **Vehicle registration, make and model**
The registration is what the customer and any future owner will search for.
- ☐ **Mileage at the time of work**
Turns the invoice into a usable service record and protects you on wear-related claims.
- ☐ **Parts, itemised with quantity**
Part name and number where you have it. "Parts" as one line invites a challenge.
- ☐ **Labour, with hours and rate**
Show the hourly rate and hours, not just a total.
- ☐ **Work carried out, in plain words**
What the fault was and what you did about it.
- ☐ **Any advisories not actioned**
Recorded work you recommended and the customer declined, which protects you later.
- ☐ **VAT split where registered**
Net, VAT and gross, with your VAT number shown.

Where this one goes wrong

- ☐ **One line for "repair"**
It reads as unaccountable. Splitting parts from labour usually removes the objection entirely, even when the total is identical.
- ☐ **No registration number**
Without it the invoice is useless as a service record, which is much of its value to the customer.
- ☐ **Advisories given verbally only**
If you told the customer the tyres were marginal and they declined, it belongs on the invoice. Verbal advice is not evidence.