



Sample invoice

This is an example invoice. Your systems and invoice structure may be different. However, it is essential that any invoice shows:

- headed paper that includes retailer information, name and address, VAT number and company registration number, finance/lease details if applicable and end customer/business details
- the baseline price itemised to show the VAT, number plates, less any discount offered to the customer
- the grant amount shown separately

Invoice to:		Deliver to:		
Order No.:	Order Date:	Salesperson:	Delivery Date:	Tax Point:
Vehicle: [Vehicle Model] VIN No.:				
Engine No.:	Trim: Key No.:	Registration	Registration	Date:
Description	Value	Vat (@20%)	Total (inc VAT)	
Vehicle price	£34,075			
First Licence Plates	£23.63			
Vehicle Discount ¹	-£2,000			
Subtotal:	£32,098.63	£6,419.73	£38,518.36	
Plug in Small Van Grant (@ 35% of baseline price of vehicle (capped at £2500) (purchase price: £38,518.36)	-£2,500	-	-£2,500	
Subtotal:	-	£6,419.73	£36,018.36	
Summary Invoice total: £36,018.36 Part payment received: £5,000				