

FROM

INVOICE

INVOICE NUMBER

VAT REGISTRATION NUMBER

DATE

BILL TO

VEHICLE

REGISTRATION

MAKE AND MODEL

MILEAGE

DESCRIPTION	QTY	UNIT PRICE	VAT RATE	AMOUNT

Subtotal excl. VAT	
VAT	
Outside scope (MOT test fee)	
Total due	

PAYMENT TERMS

A VAT invoice must show a unique invoice number, your name, address and VAT registration number, the date, the customer's name and address, a description of the work, the VAT rate on each line, and the totals excluding VAT, the VAT itself and the total including VAT. The statutory MOT test fee is outside the scope of VAT when charged on at cost — confirm your own treatment with your accountant.