[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Auto repair garage invoice template

Garage invoice - parts and labour itemised, totals clear.

Invoice number	[INV-0001]
Date	[Date]
Bill to	[Customer name]
Vehicle	[Reg, make, model]
Job reference	[Job no.]
Payment due	[Date]

Work carried out

Description	Qty	Unit price	Amount
[Part, e.g. brake pads - front]	[qty]	[£ unit]	[£ amount]
[Labour - hours]	[hours]	[£ rate]	[£ amount]

Totals

	Amount
Subtotal	[£ amount]
VAT (if applicable)	[£ amount]
Total	[£ amount]

Payment

Pay to	[Account details]
Payment terms	[e.g. on collection]

[Company name]

Sign-off

Name	Signature	Date