**[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] |

## Sign-off

| Name | Signature | Date |
| --- | --- | --- |
| | | |