[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. 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: _____

Date: _____

Bill to: _____

Vehicle: _____

Job reference: _____

Payment due: _____

Work carried out

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

Totals: **Subtotal:** _____

VAT (if applicable): _____

Total: _____

Payment: **Pay to:** _____

Payment terms: _____

Sign-off: Name: _____ **Signature:** _____ **Date:** _____