

VEHICLE SALE INVOICE

DEALER

Business name _____
Address _____
Phone / email _____
Dealer license no. _____

INVOICE DETAILS

Invoice no. _____
Invoice date _____
Payment terms _____
Due date _____
Salesperson _____

BILL TO (BUYER)

Buyer name _____ Phone / email _____
Address _____
Co-buyer _____

VEHICLE

Year / make / model _____ VIN _____
Odometer _____ Stock no. _____
Condition _____ Color _____

TRADE-IN

Year / make / model _____
VIN _____ Odometer _____
Lien on trade-in _____

VEHICLE AND OPTIONS

Description	Qty	Unit	Price	Amount

Vehicle and options subtotal

GOVERNMENT FEES, AT COST

Description	Qty	Unit	Price	Amount

Government fees subtotal

HOW TO PAY

Accepted methods _____
Account name _____
Bank details _____
Payment reference _____

Subtotal	
Dealer documentation fee	
Sales tax, if applicable (____ %)	
Government fees, at cost	
Total	
Less: trade-in allowance	
Less: deposit received	

Amount due

ABOUT THIS SALE

This invoice lists the charges for the sale. Title, registration and any disclosure forms are separate documents.