**Invoice details required**

The invoice template below shows what details are required on the invoice you submit to SEAI as part of your payment request along with the transaction document

You don’t have to use this template, but your invoices **must** include all these details

* Company logo and VAT number
* Invoice and vehicle registration number
* Customer name and address
* Vehicle starting price (should be the same as the application form)
* VAT and VRT being charged
* Any discounts and trade in amounts
* SEAI Grant amount deducted
* Final price to the customer (should be the same as the application form)
* Add the dealer’s stamp
* Invoice must contain the text “Paid in Full” to indicate the payment is complete.

Omission of any these details will result in the payment request being rejected and a request to resubmit details for payment.

**Customer Name & Address:** **Order Details:**

Joe Blogs Sales Staff: [NAME]

Street Name Invoice Number: [XXXXX]

City Vehicle: [MAKE/MODEL]

Registration Number: [211D12345]

Date of Invoice: DD/MM/YYY

*(Price details must be as per Application Form)*

|  |  |
| --- | --- |
| Vehicle Starting Price (undiscounted price inclusive of VRT, VAT, delivery charges, optional extras etc.) | € 37,000 |
| Cash Discount (no Trade-In value included here) | 0 |
| Less Full VRT Amount | - €4,409 |
| **Purchase Price for VAT Purposes (i.e. inc VAT and excluding VRT)** | **€ 32,591** |
| Plus Net VRT Paid (i.e. Full – Rebate) | +0 |
| Less Cash Deposit Paid | -€ 500 |
| Less SEAI Grant | - € 5,000 |
| Less Trade-In Vehicle Price/Part Exchange | -€ 7,000 |
|  |  |
| Final Payment Due from Customer on delivery | € 20,091 |
| *VAT due on Purchase Price = 0.23 x €32,591/1.23 = €6,094.25* | *€6,094.25* |

Paid in Full on DD/MM/YY **< OPTIONAL DEALER**

**STAMP HERE>**