

## Sample of Proper Invoice

<b>SAMPLE COMPANY LTD.</b> 1475 King Street West Scarborough, Ontario M1X 1A6 Telephone: 416-398-3888 Fax: 416-398-3889		<b>Contractors Name &amp; Address</b>	
		<b>Invoice Date</b> 30-06-17	
TO: Mechanical Contractors Ltd. 70 McCaul Avenue North York, ON M8N 3X7		DATE: 30-06-17	
		INVOICE NUMBER: 23495	
		PROJECT CONTRACT NUMBER: RFE-X-007	
		TERMS: NET 30 DAYS	
		<b>Authority for Services and Materials</b>	
		<b>Payment Terms</b>	
		<b>Description of Services and Materials</b>	
16-06-17	Install Duct Work	20 hrs	
23-06-17	Fabricate Duct Work	42 hrs	
24-06-17	Install Duct Work	67 hrs	
<b>Period of Services and Materials</b>			
TOTAL:		129 hrs @ \$85.00	\$10,965.00
		Ductwork/ Materials	N/A
		Total	\$10,965.00
		10% Overhead	\$1,096.50
		Total	\$12,061.50
		5% Profit	\$603.08
		<b>Total</b>	<b>\$12,664.58</b>
<b>PLEASE REMIT TO:</b> John Smith, Accounts Receivable 1475 King Street West Scarborough, Ontario M1X 1A6 Tel: 416-398-3888 ext. 241		<b>Amount Payable</b>	
		<b>Contact for Payment</b>	

- The invoice must be “given” monthly unless otherwise stipulated in the Contract;
- Under the *Act*, Documents are “given” by certified or registered mail, or by Service under the Rules of Court; and
- If the Contractor’s Invoices are to be mailed or emailed or given other than monthly, the Contract should say so.

**58 Peel Street**  
Simcoe, Ontario N3Y 1S2  
519.426.2577

**First Canadian Place**  
Suite 5700 – 100 King Street West  
Toronto, Ontario M5X 1C7  
416.700.414

**30 Quarry Ridge Rd**  
Barrie, Ontario L4M 7G1  
705.881.1515