

# FORM 1: SAMPLE PROPER INVOICE

**Contractor Company Logo**

# INVOICE

**BILL TO:**

Owner: *The Board of Governors of Exhibition Place*  
 Street Address: *100 Princes' Blvd., Suite 100*  
 City: *Toronto, Ontario*  
 Postal Code: *M6K 3C3*

Division: *Capital Works*

Owner Representative: *General Manager, Operations*

Tel. #: *416-263-XXXX*  
 Email: *Capital@explace.on.ca*

Contract #: (if any) *Contract Number*  
 Blanket Contract #: (if any) *XXXXXXXX*  
 PO # / RPGS # (if any) *XXXXXXXX*  
 Project Title/Description: *Project Title / Description*

**REMIT TO:**

Vendor Name: *Vendor*  
 Vendor Number: *123456789*  
 Street Address: *123 Toronto Street, Unit 12*  
 City: *Toronto, Ontario*  
 Postal Code: *XXX XXX*

Contract/Project Manager: *John Doe*

Tel. #: *416-39X-XXXX*  
 Email: *John.Doe@Vendor.ca*

INVOICE DATE: *September 19, 2019*  
 INVOICE #: *12548*  
 Billing Period: *(Start) to (End)*  
 Progress Billing#: *PR-XX*

HST Registration No. \_\_\_\_\_  
 Currency \_\_\_\_\_

Item	Contract Price	Progress To Date		Previous Billing	Current Billing
		%	\$		
A	B	C = (D / B)	D	E	F = (D - E)
Base Contract	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
Allowances	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
Approved Change Orders (non-Allowance)	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
<b>Gross Amount</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Less: Statutory Lien Holdback			\$(0.00)	\$(0.00)	\$(0.00)
Less: Contractual Holdbacks			\$(0.00)	\$(0.00)	\$(0.00)
Net Amount			\$0.00	\$0.00	\$0.00
HST 13%			\$0.00	\$0.00	\$0.00
Less: Other Taxes			\$(0.00)	\$(0.00)	\$(0.00)
<b>Total Amount Due</b>					<b>\$0.00</b>

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Additional information to be included/attached