

YOUR BUSINESS (LEGAL NAME AND ADDRESS)

GST/HST REGISTRATION NO.

Invoice

INVOICE NO.

INVOICE DATE

DUE DATE

BILL TO

JOB ADDRESS

ESTIMATE / CONTRACT NO.

DESCRIPTION

QTY

UNIT

UNIT PRICE

AMOUNT

Subtotal

\$

GST / HST / PST (____ % — label the tax you charge)

\$

Total

\$

Less deposit / payments received

\$

Less holdback retained (if applicable)

\$

Balance due

\$

HOW TO PAY

INTERAC E-TRANSFER TO

CHEQUE PAYABLE TO

SECURITY QUESTION / AUTO-DEPOSIT NOTE

CARD / ONLINE PAYMENT LINK

TERMS

DUE DATE, LATE-PAYMENT TERMS, WARRANTY NOTE, AND ANYTHING THE CLIENT SHOULD KNOW

Keep a copy for your records: the CRA expects invoices to show your legal name, the date, your GST/HST number, the tax charged and a description of the work.