

SAMPLE INVOICE



INVOICE

#123456

Business Company
123 Main St.
Winnipeg, MB R1A 2A2

Bill To:
Mrs. Jane Doe
123 Owner St.
Winnipeg, MB R1A 3C3

Date: Jan. 1, 2022
Install date: Jan. 1, 2022

(204) 555-5555
business@nomail.com

Description of Work	Quantity	Rate	Total
Supply 3 windows: Window manufacturer: High-Performance Window model: 1234ABC-D56 NRCan reference #: NR1234-1234567-ES5 Size: 60" x 40" Bedroom windows	3	\$ 750.00 /window	\$ 2,250.00
Supply 2 windows Window manufacturer: High-performance Window model: 4312CBA-F39 NRCan reference #: NR2344-7654321-ES5 Size: 30" x 30" Basement windows	2	\$ 500.00 /window	\$ 1,000.00
Supply 1 door: Door manufacturer: High-performance Door model: DEF-1/2-TRIPLE NRCan reference #: NR1234-2345678-ES5 Size: 32" x 80" Front entry door	1	\$ 1,000.00 /door	\$ 1,000.00
Labour charges	6	\$ 80.00 /hour	\$ 480.00

Subtotal	\$ 4,730.00
GST (5%)	\$ 236.50
PST (7%)	\$ 331.10
Balance Due	\$ 5,297.60

PAID

REQUIREMENTS:

- Invoice (receipt) number
- Supplier's business name, address & contact information
- Homeowner (customer) name & address
- Date of purchase & installation
- Scope of work to include: product description, (i.e. window, entry door, sliding glass door) quantity, manufacturer, model, dimensions & National Resources Canada (NRCan) reference number
- Separate material and labour charges
- Proof of payment (e.g. PAID stamp)
- Total cost breakdown (including labour, if applicable)