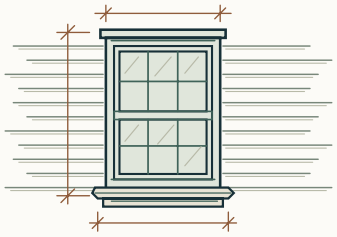
BILLING / BLANK TEMPLATE

Service invoice



Issue an itemized CAD invoice for completed work with applicable tax and any credit already received.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Verify the issuer, recipient, agreed rates and tax treatment before issue. Group lines with the same tax treatment on one invoice. Use separate invoices for different tax treatments. The app calculates each line, tax, total and balance in CAD.

Details to complete

An asterisk marks a required entry.

Invoice number *

Supplier's legal or trading name *

Supplier billing address *

Customer or authorized buyer name *

Customer billing address *

Property address and unit or building *

Invoice date *

Service date or period *

Work order or approved estimate reference

Itemized work, one item per line *

Enter Quantity | Unit price | Description, for example 2.5 | 40.00 | Common-area cleaning. Use pre-tax unit prices in CAD.

Subtotal before tax (CAD) *

Calculated from the itemized work.

Tax treatment *

GST/HST charged / No GST/HST collected by supplier / Zero-rated supply / Exempt supply

GST/HST rate (%) *

Enter the verified rate, including 0 when no tax is charged.

Supplier GST/HST registration number

Required when charging GST/HST. Use the invoicing supplier’s own number.

Deposit or payment already applied (CAD)

Use only funds received and allocated to this invoice.

Receipt or ledger reference for an applied credit

Payment terms *

Record the agreed due date or payment period and approved payment method.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

References

Canada Revenue Agency · Invoice information for input tax credits

https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/calculate-prepare-report/input-tax-credit.html

Canada Revenue Agency · GST/HST rates

https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/charge-collect-which-rate.html