

# Residential Financing Programs

## Invoice & Receipt Requirements for Contractors and Retailers

### Sample Invoice

**1** ABC Company  
456 Anywhere Ave  
Winnipeg MB R1A 2B3  
204-555-5556  
abc@nomail.com

**2**

**3**

INVOICE DATE	INVOICE #
05/01/2021	123456

**4** **BILL TO:**  
Jane and John Doe  
123 Owner Street  
Winnipeg MB R1A 2B3

For services performed at 123 Owner Street

<b>5</b>	Description of Work	Quantity	Rate	Amount
	Good Heating Systems GHS16789 natural gas furnace, 12,000 BTU Includes all fittings, and accessories	1	\$3,760.00	\$3,760.00
<b>6</b>	LABOUR CHARGES			\$240.00
	<b>SUBTOTAL</b>			<b>\$4,000.00</b>
	<b>GST (5%)</b>			<b>\$200.00</b>
	<b>PST (7%)</b>			<b>\$280.00</b>
	<b>CREDITS</b>			<b>\$0.00</b>
	<b>BALANCE DUE</b>			<b>\$4,480.00</b>

**7**

### Requirements:

1. Supplier's business name, address, & contact information.
2. Invoice date.
3. Invoice number.
4. Customer name & address where the work was performed.
5. A full description of the material purchased or installed.
6. Separate material and/or labour charges (if applicable).
7. Total cost breakdown.