

General attributes of an invoice

This document outlines the key elements of a well-prepared invoice to help vendors ensure their submissions are clear, professional and include all information required for timely payment.

Header information

- The word “Invoice” clearly displayed
- Unique invoice number
- Invoice date
- Due date (if applicable)
- Optional: purchase order number, contract reference, project code, etc.

Vendor information (seller or service provider)

- Legal business name of the seller/vendor
- Business mailing address
- Phone number and/or email
- Business number (BN), and GST/HST/PST number, if applicable

Recipient information (customer information)

- Name of the organization being billed (Example: First Nation, local government, business, or ministry)
- Recipient’s address
- Recipient's contact information (phone number, email)

Invoice details

- Description of goods or services provided, including dates when goods/service were delivered or performed. Note: Equipment rentals must adhere to Blue Book information:
 - Include: Year, make, model, type of equipment, and any attachments used,
Or
 - Blue Book section(s) and page number for equipment rented.
- Quantity
- Unit price
- Line total (quantity × unit price)

Totals and taxes

- Subtotal before tax
- Subtotal for each applicable tax (GST, HST, or PST)
- Total amount due (with currency clearly stated, e.g., CAD)

