

Sample Invoice

Fictitious Consulting Inc.

1234 Street Name
City, Province
A1B 2C3
(555) 555-5555
myname@email.com

Invoice #: 2004-10
October 31, 2004

Attention: Pleiad Canada Inc.
560 Churchill Avenue North
Ottawa ON K1Z 5E5

For professional services rendered by: Joe Consultant
Contract Number: A4397-394T/001
Client: Jane Client, Department of Clients
Billing period: September 1, 2004 to September 30, 2004

Number of Billable Days during period: 19.52
Per Diem Rate: \$425.00

Sub-total: \$8296.00

GST #123456789RT0001: \$ 580.72

TOTAL AMOUNT DUE: \$8876.72

Please make cheque payable to:
Fictitious Consulting Inc.