

Sample Invoice Description

Providing an accurate invoice for the approved modifications is essential. An invoice that clearly outlines the approved payment helps prevent financial miscalculations and makes for a smoother payment process.

The Home & Vehicle Modification Program requires one invoice to reflect the total amount of money as shown on Funding Schedule in the Grant. If the Applicant has a required contribution, invoice them directly for their portion.

The invoice submitted should include the same Contractor and Applicant information as the quotation. It should also include a brief description of the approved modifications as well as the financial information. Any additional information important to the Contractor must be included.

A contractor should consider all factors necessary to ensure the proposed work is safe, functional, and meets all applicable professional standards, codes, and regulations.



The following is a list of key items to include in the invoice.

Business Information:

- Registered business name: Include “operating as” or “operated by” information if applicable. The Program will address all documentation to this name and provide payment to this name.
- HST number if applicable
- Business Registration Number or Social Insurance Number
- All relevant contact information such as address, phone number, fax number and email address
- The first and last name of the Owner / Contractor

Applicant Information:

- Applicant first and last names. May also include a Designate name
- Applicable HVMP Job #
- Applicant address
- Applicant contact information

Invoice Body:

- The date the invoice was issued
- A brief description of the approved project

Financial Information:

- The cost of goods and services including sub-total, HST (if applicable) and total
- The quantity of items

Please note: An invoice is not a quotation. An invoice details the payment as reflected in the Funding Schedule.