

Invoicing Requirements



An accurate and detailed invoice ensures prompt payment and provides detail needed for the client to be able to understand exactly what was funded/approved and any warranties, product information and service schedules. It should also breakdown all funding sources that are contributing toward the project.

Sample Invoice Only

Registered Business Name

Business HST/GST Number
Address, Phone Number

Invoice #12345

Date: January 1, 2026

Client Details, Reference #

Bill to:

March of Dimes Canada
Program Name
595 Bradley Ave, Unit 202
London, Ontario

Details	Tax?	Quantity	Amount
24" Tub Transfer Bench Product ID: 12345	Y	2	\$50
Supply and install one (1) new BRAND ceiling track lift system with tracks in the bedroom and bathroom Product ID: 45678	N	1	\$3,000
Subtotal			\$3,050
HST			\$6.50
Total			\$3,056.50

Failure to comply with invoicing requirements as stated on the agreement document will result in delays in payment.



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