

FORM 1 - SAMPLE DRAFT PROPER INVOICE / PROPER INVOICE



City of Greater Sudbury
 P.O. Box 5000, Station 'A'
 Sudbury, ON
 P3A 5P3
 Name:
 Title:
 Contact Info:

CONTRACT NO: ENGXX-XX
 CONTRACT TITLE: CONTRACT TITLE:

PROGRESS PAYMENT #: XX

Contractor Name:
 Contractor Address:

Contractor HST #:
 Contract Price

Draft Proper Invoice:
 Proper Invoice:

Invoice # xxx
 Draft Proper Invoice Date: xxx
 Draft Invoice Date: xxx
 Work Period: xxx

Item No.	Item Description	Tender Quantity	Unit	Unit Price	Original Contract	Previous Quantity	Quantity This Period	Approved Revised Quantity (this period)	Quantity to Date	Previous Payment	Payment This Period	% of Work Completed to Date	Payment to Date
PART I / DIVISION I													
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
	TOTAL PART I / DIVISION I				\$0.00					\$0.00	\$0.00		\$0.00
PART II / DIVISION II													
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
	TOTAL PART II / DIVISION II				\$0.00					\$0.00	\$0.00		\$0.00
PART III: DIVISION III													
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
	TOTAL PART III / DIVISION III				\$0.00					\$0.00	\$0.00		\$0.00
	TOTAL ALL PARTS/DIVISIONS				\$0.00								
APPROVED CHANGE ORDERS													
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
		0.00		\$0.00	\$0.00				0.00	\$0.00	\$0.00		\$0.00
	TOTAL APPROVED CHANGE ORDERS				\$0.00				0.00	\$0.00	\$0.00		\$0.00
	Total Value of Work to Date				\$0.00					\$0.00	\$0.00		\$0.00
	Holdback for Testing, Restoration & Construction Data				\$0.00					\$0.00	\$0.00		\$0.00
	Release for Holdback Testing, Restoration & Construction Data				\$0.00								
	Total Reserve for Holdback Testing and Restoration				\$0.00					\$0.00	\$0.00		\$0.00
	Holdback for Deficiencies & Security Maintenance				\$0.00								
	Release for Holdback for Deficiencies & Security Maintenance				\$0.00								
	Total Holdback for Deficiencies & Security Maintenance				\$0.00								
	TOTAL				\$0.00					\$0.00	\$0.00		\$0.00

Basic Holdback					\$0.00					\$0.00	\$0.00		\$0.00
Release of Basic Holdback					\$0.00					\$0.00	\$0.00		\$0.00
Finishing Holdback					\$0.00					\$0.00	\$0.00		\$0.00
Release of Finishing Holdback					\$0.00					\$0.00	\$0.00		\$0.00
Total Holdback					\$0.00					\$0.00	\$0.00		\$0.00
Total Net Value of Work to Date					\$0.00					\$0.00	\$0.00		\$0.00
HST (13%)					\$0.00					\$0.00	\$0.00		\$0.00
Invoice Total					\$0.00					\$0.00	\$0.00		\$0.00

Attachments Submitted with Draft Invoice:

Updated Progress Schedule

Attachments Submitted with Proper Invoice:

- Updated Progress Schedule
- CCDC 9A-18 Statutory Declaration
- Current WSIB Clearance Certificate
- Current Insurance Certificate

Approved by:

Date: _____

Signature: _____

Name: _____

I am an authorized signing officer, partner or sole proprietor of the Contractor,
and as such have authority to bind the Contractor