

SAMPLE INVOICE

Company Name  
 Address  
 WINNIPEG, MANITOBA  
 Postal Code  
 Phone: \_\_\_-\_\_\_-\_\_\_ Fax: \_\_\_-\_\_\_-\_\_\_

Invoice #: **XXXXXXXX**  
 Invoice Date: (mm/dd/yy)  
 Time: (\_\_:\_\_:\_\_)

Page #

GST#: xxxxxxxxxx

Sales Person:

Customer#: xxxxx Contract/Purchase Order Number: \_\_\_\_\_  
 Location:  
 CITY OF WINNIPEG  
 C/O FITNESS EQUIPMENT REPAIR  
 7th FLOOR, 395 MAIN STREET  
 WINNIPEG, MB R3B 3N8

Ship to/Location:  
 XXX Pool  
 XXX Anywhere Street  
 Winnipeg, Manitoba  
 XYX YXY

| Work Order Number | Quantity | Contractor's Item Number | Product Equipment Description | Serial/ID Number | Sign-in Time and Date | Sign-out Time and Date | Unit of Measure | Repair Parts/ Unit Price | % Mark-up | Extension | Taxes   |
|-------------------|----------|--------------------------|-------------------------------|------------------|-----------------------|------------------------|-----------------|--------------------------|-----------|-----------|---------|
| 62                | 0.25     | Labour                   | Labour                        | XX73             | 9:46 a.m. Dec. 13     | 9:57 a.m. Dec. 13      | HR              | 10.00                    | N/A       | 2.50      | GST     |
| 62                | 1        | M0900639                 | 817 Tention Belt Asmb         | AFG39            | 3:17 p.m. Dec. 27     | 3:30 p.m. Dec. 27      | EA              | 15.72                    | YES       | 15.72     | PST/GST |
| 62                | 1        | Mark up                  | 30% Mark up                   | "                | "                     | "                      | %               | 15.72                    | 30%       | 2.36      | PST/GST |
| 76                | 1        | Contract                 | Monthly Price                 |                  | 10:31 a.m. Dec. 28    | 2:37 p.m. Dec. 28      | MTH             | 1,000.00                 | N/A       | 1,000.00  | GST     |

**Work Order Subtotal:** \_\_\_\_\_

**PST:** \_\_\_\_\_

**GST:** \_\_\_\_\_

**Total:** \_\_\_\_\_

**Invoice Subtotal** 1020.58

**PST** 1.27

**GST** 71.45

**Total** 1,093.30

Authorized Signiture by City: signature