

Acme Inc.

INVOICE

123 Main Street
Vancouver, BC, A0A 0A0
604-555-5555
604-444-4444
Email: accountspayable@acme.inc.com
GST#:123456789

Vendor Information

Invoice number - should be unique

INVOICE DATE: July 1st, 2015
INVOICE # 654321
DUE DATE: July 31st, 2015

Bill To:
Jane Doe c/o Public Guardian and Trustee
PGT Client #:55555/1234567
700-808 West Hastings Street
Vancouver, British Columbia V6C 3L3
Ph: 604.660.4444

Client Name and Client Number included

Price per hour=\$25

PGT Regional Office Address

Number of hours=2

Description of service

#	DATE (mm/dd/yyyy)	PURCHASE DESCRIPTION	Rate	Quantity	Total
1	6/15/2015	Property Maintenance at 456 Riverview Avenue, Vancouver, BC, B1B1B1 - Hourly Landscaping - Lawn Care	\$ 25.00	2	\$ 50.00
2	6/30/2015	Property Maintenance at 456 Riverview Avenue, Vancouver, BC, B1B1B1 - Hourly Landscaping - Lawn Care	\$ 25.00	2	\$ 50.00
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
			GST	5%	\$ 5.00
			PST		
			TOTAL		\$ 105.00

Service address of where services were rendered (if applicable)

If applicable only.
Note: No PST identified as services to real property are not subject to BC PST.

Name of person knowledgeable of the services provided and/or invoice details.

All supporting documentation/receipts shall be attached to this invoice

Make all cheques payable to **Acme Incorporated**

If you have any questions concerning this invoice, contact **John Smith, 604-555-5555, accountspayable@acmeinc.com**