

Part I.1

[Subsection 5.1 of The Builders' Lien Act]

Proper Invoice Template

'Proper invoice' means a written bill or other request for payment for services or materials with respect to an improvement under a contract, if it contains the following information and, subject to subsection 5.3(2), meets any other requirements that the contract specifies:

Name of Contractor:	
Address:	

Information identifying the contract or other authority under which the services or materials were supplied:

A description, including quantity if appropriate, of the services or materials that were supplied:

The amount payable for the services or materials that were supplied, and the payment terms:

The name, title, telephone number and mailing address of the person to whom payment is to be sent:

Any other prescribed information:

5.3(1) Subject to the regulations, a proper invoice must be given to an owner on a monthly basis, unless the contract provides otherwise.