



3550 Langstaff Road, Suite 200
Vaughan, Ontario L4L 9G3

Schedule 'C'

Invoicing Procedures

Please note that invoices submitted without the proper back up will be mailed back to you and will not be included in the current billing cycle.

It is your responsibility to submit all original hard copies to our Reception to the attention of "Accounts Payable" (no Fax/Email will be accepted) with all supporting documents on or before the 15th of each month.

In order to streamline the accounting process and avoid unnecessary delays in processing your invoices please ensure that your billing department adheres to the following rules:

Progress Billing must consist of the following documents:

1. Invoice that clearly shows:
 - A. Correct Project Name you are working on (see attached project list).
 - B. Sub-Contract #
 - C. Draw/Progress Billing #
 - D. Work Completed to Date
 - E. Less Previously Billed
 - F. Current Claim
 - G. Less 10% Hold Back
 - H. Net Claim
 - I. HST Amount (HST # should be noted on the invoice as well) **(HST # must be provided prior to work starting)**
 - J. Total Invoice
2. Progress Payment Schedule to date
3. Site Completion Report (with NO dollar values) pertaining to the amount invoiced – **signed by the Site Superintendent**
4. WSIB Certificate (Project Specific) **(WSIB Certificate must be provided prior to work starting)**
5. Statutory Declaration Form (Project Specific)
6. NO Extras to be billed on the Progress Draw Invoice unless approved addendums to contract.

Invoices for Extras:

1. Invoices must be billed to the correct project name
2. Extras must be clearly specified in the invoice with a breakdown of amounts for each one
3. Purchase Orders must be attached to the invoice (either manual from site or system generated from head office)
4. When no purchase order issued you must provide back up in writing as to who ordered and approved the extra(s) – No credit on extras to contract shall be deemed effective until the Contractor receives authorization in writing from owner or construction manager.
5. Completion from site – Site Superintendent must sign off on completion of all extra work

Invoice for Release of Hold Backs:

1. And invoice for the hold back portion requested
2. WSIB Certificate
3. Statutory Declaration
4. Form 5 – Declaration of Last Supply

LIST OF PROJECT NAMES