

## To be "Proper" an Invoice Must Contain

The Contractor's name and address;

The date of the proper invoice and the period during which the services or materials were supplied;

The authority, whether in the contract or otherwise, under which the services and materials were supplied;

A description, including quantity where 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; and

Any other information that may be prescribed by Regulation or is required by the Contract (with the exception that the Contract cannot make the giving of a Proper Invoice conditional on the prior certification of a payment certifier or on the Owner's approval of the work .

## The Proper Invoice

Must be "Given" Monthly unless the Contract says otherwise;

Under the *Act*, Documents are "Given" By Certified or Registered Mail or by Service under the Rules of Court; and

If the Contractor's Invoices are to be mailed or emailed or given other than monthly, the Contract should say so.

58 Peel Street  
Simcoe, Ontario  
N3Y 1S2  
519.426.2577

First Canadian Place  
Suite 5700 - 100 King Street West  
Toronto, Ontario M5X 1C7  
416.700.4142

30 Quarry Ridge Rd  
Barrie, Ontario  
L4M 7G1  
705.881.1515

[www.kennaley.ca](http://www.kennaley.ca)  
a professional corporation