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EXAMPLE BUILDERS LTD.
Garage suites, infills & renovations · Calgary

300, 789 Sample Way SE, Calgary, AB
403-555-0188 · office@example.com
GST 00000 0000 RT0001 (sample)

Progress claim 2 · proper invoice

Garage Suite, 123 Example Street NW, Calgary, AB

INVOICE	**INV-1088 (PC-02)**
INVOICE DATE	Fri Oct 30, 2026
WORK PERIOD	Oct 1 to Oct 30, 2026
AMOUNT DUE	$75,540.06
PAYMENT DUE	Fri Nov 27, 2026

CONTRACTOR	Example Builders Ltd. 300, 789 Sample Way SE, Calgary, AB	BILL TO	Pat & Sam Example 123 Example Street NW, Calgary, AB
CONTRACT	Stipulated price contract dated Fri Aug 21, 2026 (Quote Q-0146 with Alternate A1) and change orders CO-001, CO-002	PAY TO	Casey Example, Controller, Example Builders Ltd. 403-555-0188 · accounts@example.com EFT or cheque. Banking details are on file and confirmed by phone only.

This invoice is intended to be a proper invoice under the Prompt Payment and Construction Lien Act (Alberta).

Schedule of values

Item	Value	% done	Done to date	Previous	This claim
01 General conditions	$48,671.70	45%	$21,902.26	$12,167.92	$9,734.34
31 Earthwork & services	$16,050.46	85%	$13,642.89	$12,840.37	$802.52
03 Concrete	$26,651.16	95%	$25,318.60	$23,986.04	$1,332.56
06 Framing	$44,164.43	85%	$37,539.77	$0.00	$37,539.77
07 Roofing	$10,583.03	70%	$7,408.12	$0.00	$7,408.12
07 Cladding	$37,971.43	5%	$1,898.57	$0.00	$1,898.57
07 Insulation	$6,613.13	0%	$0.00	$0.00	$0.00
08 Windows & doors	$19,600.35	70%	$13,720.24	$0.00	$13,720.24
09 Finishes	$35,177.03	0%	$0.00	$0.00	$0.00
11-12 Allowances	$24,255.00	0%	$0.00	$0.00	$0.00
22 Plumbing	$19,404.00	25%	$4,851.00	$1,940.40	$2,910.60
23 HVAC	$16,747.50	10%	$1,674.75	$0.00	$1,674.75
26 Electrical	$21,367.50	15%	$3,205.12	$1,068.38	$2,136.74
A1 Alternate: R-28 walls (spec 07 21 00)	$4,240.00	0%	$0.00	$0.00	$0.00
CO-001 Wall-mount opener for D3 (Sep 22)	$520.00	0%	$0.00	$0.00	$0.00
CO-002 Add bedroom window W8 (Oct 15)	$1,945.90	40%	$778.36	$0.00	$778.36
Total	**$333,962.62**	**39.5%**	**$131,939.68**	**$52,003.11**	**$79,936.57**

Work this period (Oct 1 to 30)	$79,936.57
Less holdback, 10%	($7,993.66)
Net this claim	**$71,942.91**
GST 5%	$3,597.15
Amount due	**$75,540.06**

PAYMENT TERMS

Received by the owner by email Fri Oct 30, 2026. Payment is due within 28 days of receipt: **Fri Nov 27, 2026**. A notice of dispute, if any, is due within 14 days of receipt: **Fri Nov 13, 2026**.

HOLDBACK

Retained to date: **$13,193.97** (10% of work done to date). Released as the Prompt Payment and Construction Lien Act provides. GST on holdback is billed when the holdback is released.

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Work done this period

- Level 1 walls with the LVL header over the overhead door; level 2 floor system (I-joists, H1 LVL, subfloor).
- Level 2 walls; trusses set Oct 20; roof sheathing, underlayment, ice and water membrane and shingles.
- Windows W1 to W7 and doors D1, D2 installed with flashing; house wrap started.
- Plumbing rough-in started; HVAC and electrical rough-in started.
- CO-002: W8 opening framed Oct 15; window on order (installation week of Nov 9).

Previous claim: PC-01 dated Wed Sep 30, 2026, $49,142.94 including GST, paid in full Wed Oct 21, 2026.

Proper invoice check

The eight items Alberta lists for a proper invoice, checked before sending:

	Required item	Where it is on this invoice
☑	Contractor's name and business address	Contractor, page 1
☑	Date of the invoice	Invoice date: Fri Oct 30, 2026
☑	Period during which the work was done or materials were provided	Work period: Oct 1 to Oct 30, 2026
☑	Description of the work done or materials provided	Schedule of values and work done this period
☑	Amount requested for payment	Amount due: $75,540.06
☑	Payment terms, broken down for the work done or materials provided	Schedule of values, holdback, GST, payment terms
☑	Name, title and contact information of the person to be paid	Pay to: Casey Example, Controller
☑	A statement that the invoice is intended to be a proper invoice	Statement above

Source: Government of Alberta, Prompt payment rules for construction industry (alberta.ca). Not legal advice.

Payment clock

Day	Date	What happens
0	Fri Oct 30	Proper invoice received by the owner (email, read receipt 10:58 AM).
14	Fri Nov 13	Last day for the owner to give notice of a dispute. Reminder to Casey on Nov 12.
28	Fri Nov 27	Payment due. If not received, Casey is alerted the next morning with the file ready.
+7	Within 7 days of payment	Pay subcontractors their share of this claim.

Lien period: 60 days from the last day work is done or materials are supplied. Tracked for this job.

DRAFTED BY AI
Alpha Seed AI · billing agent
Fri Oct 30, 2026, 8:05 AM · from the schedule of values, daily reports and change orders

REVIEWED & APPROVED BY
Casey Example, Controller
Fri Oct 30, 2026, 10:40 AM · approved; sent 10:52 AM