YOUR LOGO

YOUR COMPANY ELECTRIC LTD.

Electrical contractor · your street address · Calgary, Alberta
403-000-0000 · office@yourcompany.ca · GST No. 00000 0000 RT0001
Master Electrician: your name and certificate number

INVOICE

INV-1182
Date 2026-10-31
Work period 2026-10-01 to 2026-10-31
Progress draw 2

SAMPLE · FICTIONAL JOB · NOT FOR CONSTRUCTION Names, quantities and prices are invented. Your logo, rates and terms go here.

FROM	Your Company Electric Ltd., your street address, Calgary, Alberta
BILL TO	Example Owner Ltd. (fictional), Attn: accounts payable, Calgary, Alberta
PROJECT	Office / showroom / warehouse fit-out, AS-24-0247
CONTRACT	EC-0247, dated 2026-08-28, lump sum, estimate E-0247
PREVIOUS	INV-1167, 2026-09-30

WORK DONE THIS PERIOD

Main switchboard set, terminated and torqued; feeders F1 and F2 pulled; Panel A and Panel B installed; office branch rough-in; warehouse high-bay circuits; rooftop disconnects for RTU-1 to RTU-3; EV charger conduits; change order CO-07 (two receptacles, Office 110). Materials supplied as listed in estimate E-0247.

SCHEDULE OF VALUES

Part of the work	Value	Done before	Done to date	Billed before	Billed to date	This invoice
Mobilization, permits and drawings	$9,476.73	100 %	100 %	$9,476.73	$9,476.73	$0.00
Service and distribution	$84,860.82	40 %	85 %	$33,944.33	$72,131.70	$38,187.37
Lighting and controls	$38,674.74	10 %	40 %	$3,867.47	$15,469.90	$11,602.43
Branch wiring and devices	$57,101.21	20 %	50 %	$11,420.24	$28,550.60	$17,130.36
Mechanical connections	$14,456.86	0 %	30 %	$0.00	$4,337.06	$4,337.06
EV charging	$17,732.04	0 %	25 %	$0.00	$4,433.01	$4,433.01
Exterior lighting and sign	$9,255.15	0 %	0 %	$0.00	$0.00	$0.00
Testing and closeout	$5,051.39	0 %	0 %	$0.00	$0.00	$0.00
CO-07 Two receptacles, Office 110 (approved)	$640.00	0 %	100 %	$0.00	$640.00	$640.00
Totals	**$237,248.94**		**56.9 %**	**$58,708.77**	**$135,039.00**	**$76,330.23**

CONTRACT SUMMARY

Original contract	$236,608.94
Approved change orders (CO-07)	$640.00
Contract to date	$237,248.94
Billed to date	$135,039.00
Holdback kept to date (10 %)	$13,503.90
Left to bill	$102,209.94

This invoice	$76,330.23
Less holdback 10 %	($7,633.02)
Net this invoice	**$68,697.21**
GST 5 % on the net	$3,434.86
AMOUNT DUE	**$72,132.07**

PAYMENT TERMS

- Due within 28 calendar days after the owner receives this invoice. Sent and received 2026-10-31, so due by 2026-11-28.
- If the owner disputes any part, a notice of dispute is due within 14 calendar days of receiving the invoice: by 2026-11-14.
- Holdback of 10 % is kept and released under contract EC-0247 and the Act. GST on the holdback is billed when it is released.
- Pay to: your name, accounts receivable, Your Company Electric Ltd., your mailing address, 403-000-0000, ar@yourcompany.ca. EFT details on request.

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

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SENDING CHECK · INTERNAL, NOT SENT TO THE CLIENT

What the AI checked before the invoice went out, and the dates it now tracks.

PROPER INVOICE: 8 OF 8 ITEMS PRESENT

- ✓ 1. Contractor's name and business address
- ✓ 2. Date of the invoice
- ✓ 3. Period when the work was done
- ✓ 4. Description of the work done and materials supplied
- ✓ 5. Amount requested for payment
- ✓ 6. Payment terms, broken down by the work done
- ✓ 7. Name, title and contact details of the person to be paid
- ✓ 8. Statement that this is intended to be a proper invoice

The eight items are the ones the Government of Alberta lists for a proper invoice (alberta.ca, prompt payment rules for the construction industry). Check your contract for anything else it asks for.

OTHER CHECKS

Check	Result
Schedule of values adds up to the contract; percentages match the October daily logs	OK
CO-07 signed before the work (2026-10-23, 2:31 PM) and billed once	OK
Holdback is 10 % of this invoice; GST charged on the net amount only	OK
Previous invoice INV-1167 paid in full	OK, paid 2026-10-27

DATES NOW TRACKED

Day	Date	What happens
0	2026-10-31	Invoice sent to and received by the owner (email with read receipt).
14	2026-11-14	Last day for the owner to give a notice of dispute. No notice yet: the full amount stays payable.
21	2026-11-21	Friendly reminder drafted for the office to send if payment has not arrived.
28	2026-11-28	Payment due.
	Contract	Holdback to date $13,503.90 recorded; release date per contract EC-0247.
	Last day of work	Lien registration window (60 days in most cases) counted from the daily logs, with a warning 14 days before it closes.

This sample shows how the process is organised. It is not legal advice; confirm the rules for your contract with your lawyer.