EXAMPLE FRAMING CO. 1

1234 Example Road SE, Calgary, AB
403-555-0142 · estimating@example.com · GST 00000 0000 RT0001 (sample)

INVOICE

INV-1042

2	Invoice date	**November 16, 2026**
3	Work period	**Nov 2 to Nov 13, 2026**
	Contract	**Bid Q-0219 · Draw 2 of 3**

BILL TO

Example Homes Ltd.
Accounts payable
5678 Sample Avenue NW, Calgary, AB

JOB

Plan EH-2412
Lot 12, Block 4 · 123 Example Crescent SW, Calgary, AB

DESCRIPTION OF THE WORK 4

WORK DONE	QTY	AMOUNT
Draw 2: upper floor system and walls, roof trusses (install), wall and roof sheathing. 40% of the contract.	40% of $38,400.00	$15,360.00
CO-07: kitchen wall moved 2'-0" east, blocking for upper cabinets. Signed Nov 2, 2026, 7:52 AM.	1	$780.00

Work this invoice	$16,140.00
Less holdback 10%	($1,614.00)
Subtotal	$14,526.00
GST 5% on the subtotal	$726.30
5 **Amount requested**	**$15,252.30**

PAYMENT TERMS 6

- Draw 2 contract work $13,824.00 net of holdback, and CO-07 $702.00 net of holdback, are each payable within 28 calendar days of receiving this invoice: by December 14, 2026 if received November 16.
- A dispute must be noticed within 14 calendar days of receipt (by November 30, 2026), and the undisputed part is still payable.
- Holdback $1,614.00 retained under the Act. GST on the holdback is invoiced when the holdback is released.
- Pay by EFT (details on file) or cheque to the payee below.

PAY TO 7

Example Framing Co. · K. L., office manager · ar@example.com · 403-555-0143 · 1234 Example Road SE, Calgary, AB

This invoice is intended to be a proper invoice under the Prompt Payment and Construction Lien Act (Alberta). 8

PROPER INVOICE CHECK: THE 8 ITEMS ALBERTA REQUIRES

1	Contractor's name and business address	✓	2	Date of the invoice	✓
3	The period during which the work was done	✓	4	A description of the work done	✓
5	Amount requested for payment	✓	6	Payment terms, broken down for the work done	✓
7	Name, title and contact information of the person to be paid	✓	8	A statement that the invoice is intended to be a proper invoice	✓

List from the Government of Alberta's page on prompt payment rules for the construction industry. Built and checked by Alpha Seed's AI before sending; the 28-day clock, the dispute window, the holdback and the lien deadline go on the job's payment tracker.

SAMPLE