

Sample Invoice for Small Business Post at <http://www.holypotato.net/?p=XXX> [post]

Also see these pages from the CRA:

http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/gnrl/stps/cllct-eng.html#nfr_rcpts_nvc

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/bspsbch/itc-cti/nvc-eng.html>

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INVOICE²

Date:

Customer name:

<u>Description</u> ³	<u>Rate</u>	<u>Amount</u>	
Item 1: Consultation for publishing process and book outline discussions on [date], 2 hours	\$90/hr	\$180	
Item 2: Document edits, flat rate, filename my_book_draft.doc handed-off on [date]	\$850 flat	\$850	
		Subtotal:	\$ 1030.00
		HST:	<u>\$ 133.90</u>
		Total:	\$ 1163.90

Thank you for your business⁴!

[Payment terms, how to pay, or if this is a receipt for an amount already paid]

[Tax information (HST number, or state that you're a small supplier and no HST has been charged)]

¹ Name: who is the invoice coming from? If you haven't registered a business name, use your legal name. This can be just plain text or a fancy letterhead.

² Just so no one thinks it's a love letter. As you can see, a plain text invoice will work -- you can even copy this template to your own Google Docs, and then save the information to PDFs to send to each customer. Or you can make it a bit fancier with a word processing or desktop publishing application.

³ What you're charging: this needs to be itemized and indicate the basis for the charge (e.g. hourly or flat rate, other materials, sub-items, etc. so that your customer can defend the charges on their expense reports. Lots of ways to lay this out depending on your business, just be sure to hit those key items).

⁴ This is not a legal requirement but it's nice to have some kind of appreciation for your customer.