

## Proper Invoice Checklist (Construction)

---

- Contractor's name and address match executed Contract
- Project Name and Number
- Contract Administrator Name(s)
- Date and period during which the services or materials were supplied
- Information identifying the authority (Haldimand County Purchase Order number), whether in the contract or otherwise, under which the services or 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
- Holdback Held – Both Statutory and Maintenance (if applicable)
- Subtotal and HST (if applicable) shown separately
- The name, title, telephone number, and mailing address of the person to whom the payment is to be sent
- Must reference unique Invoice Number
- Invoices must be submitted monthly (5<sup>th</sup> business day of the month)
- Invoice must be submitted to [construction@haldimandcounty.on.ca](mailto:construction@haldimandcounty.on.ca)