

## SAMPLE INVOICE WITH REQUIRED INFORMATION

This sample shows required information but is not a required invoice format

**COMPANY NAME**

**1** INVOICE # 12345  
Invoice Date: August 10, 2022

**2** FROM: Lions and Co.  
1 Lions Drive  
Toronto Ontario A1A 1A1  
123-456-7890  
email@lionsco.com

**3** BILLED TO: York University  
John Doe  
johndoe@yorku.ca  
Mock-Up Services Department  
4700 Keele Street  
Toronto Ontario M3J 1P3

**4** York University Purchase Order Number: PO12345

#	Description	Amount
<b>5</b> 1	Fee for mock-up project	\$300.00
<b>6</b>	HST (HST registration number 111111)	\$39.00
<b>TOTAL</b>		<b>\$339.00</b>

Please remit payment upon receipt.

### REQUIRED INFORMATION

1. Invoice number and date
2. Vendor's FULL LEGAL NAME, remit address, phone number, and email address
3. "York University," name, email address, and department of person who made the purchase (not necessarily your York contact), York mailing address contact
4. York purchase order number \*  
**(only if applicable)**
5. Brief description of goods and services
6. HST and HST registration number.  
For small suppliers who are not required to register for HST, please include the phrase **"Small supplier, HST not required."** \*  
**(only if applicable)**