

Invoice

Cover Sheet



* Required fields

Instructions:

For the purpose of this cover sheet “Invoice” means proper invoice, Progress Certificate, Progress Payment, and any documentation which represents a request for payment.

- This cover sheet along with the invoice and supporting documents must be sent as one document
- Complete all required fields (fields with *)
- Attach proper invoice behind the cover sheet with supporting documentation (cover sheet must be the first page)
- Email the document to: cityofmississauga_invoicecapture@concursolutions.com

Contractor Name Address and Contact Information *

Invoice/Progress No. *

Date *

GST/HST Registration Number *

Billing Address:

The Corporation of the City of Mississauga
300 City Centre Drive
Mississauga, Ontario
L5B 3C1

Email invoice/progress certificate to:
cityofmississauga_invoicecapture@concursolutions.com

City Contract Contact Information must be provided:

Attention *

Department *

Email *

Phone No. *

Contract Details			
Purchase Order No. * (must be 10 digits)	Contract Number *	Contract Name *	Number of pages attached * (including cover sheet)

Invoice/Progress Draw Summary	
Total Work Completed this Period (Before Holdbacks) *	\$
HST on Total Work this Period (Before Holdbacks) *	\$
Total Due this Period (Before Holdbacks) *	\$