

# Invoice/Progress Cover Sheet



\* Required fields

## Instructions:

- Complete all required fields (fields with \*)
- Attach proper invoice behind the cover sheet with supporting documentation
- Email the document to the address noted below  
(do not send the cover sheet and invoice as separate documents)

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

## Project Manager's Detailed Information must be provided:

Attention \*

Department \*

Email \*

Phone No. \*

Contract Details			
Purchase Order No. *	Contract Number *	Contract Name *	Number of pages attached *
(must be 10 digits)			(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) *	\$