# FACILITIES MANAGEMENT DIVISION

University Services Building  
http://facilities.usask.ca  
GST Business #: 11927 9313 RT0001

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**INVOICE**

Billed To:  
UNIFI ORGANIZATION TITLE  
ORG OR FUND MANAGER ADDRESS  
ORG OR FUND MANAGER NAME  

Invoice Date: 26-Jan-2011  
Invoice #: FF123456  
UniFi Doc #: FJ000001  
Customer #: 1-123456-123456

For billing inquiries, please call 966-4463, fax 966-4080, or email fmdbilling.inquiries@usask.ca and include your customer # and invoice #.

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### CUSTOMER COMMENTS

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### Work Request #: 1234567  
**Status:** OPEN  
**Property:** 001 – CAMPUS BUILDING  
**Requestor:** JANE DOE

### Shop  
<table>
<thead>
<tr>
<th>Phase</th>
<th>Hours</th>
<th>Labour</th>
<th>Equipment</th>
<th>Material</th>
<th>Contract</th>
<th>PST</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTROLS</td>
<td>001</td>
<td>4.00</td>
<td>$282.40</td>
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<td>$164.29</td>
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<td>STEAM</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$639.76</td>
<td>$0.00</td>
<td>$164.29</td>
<td>$0.00</td>
<td>$32.75</td>
<td>$40.22</td>
</tr>
</tbody>
</table>

### TOTAL CHARGES  
$639.76  
$164.29  
$32.75  
$40.22  
TOTAL $877.02

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**Transaction Types**  
- **Labour** = (FMD Labour hours charged to Work Request) x (Charge Out Rate)  
  - Current FMD Labour Charge Out Rates are available at:  
    http://facilities.usask.ca/services/workcontrol/rates.php

- **Equipment Rental** = FMD Rentable Equipment  
- **Material** = FMD Stock Issues + FMD Purchase Orders  
- **Contract** = Service Contracts + Standing P.O.’s + Project Contracts + Other Misc charges such as landfill, garbage removal, floral arrangements, laundry delivery, hockey school and recycling pickup  

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**Terms**  
Net 30 Days From Invoice Date  
(Late payment charges of 1.5% compounded monthly; 19.6% yearly on unpaid balances)

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**Notes**  
- Make cheque payable to University of Saskatchewan  
- Remit payment to Treasury, Rm E40 - 105 Administration Place, Saskatoon, SK, S7N 5A2  
- Please include customer # and invoice # with your payment

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Please distribute this invoice to the appropriate individual in your unit for review.