



HIRED EQUIPMENT INVOICE

INFORMATION

Company/Vendor Name: Invoice :
GST No.: *This number will be quoted on the cheque stub.
(Please quote this number on all related correspondence.)*
Address:
City: Province:
Postal Code: Date:

Equipment Type: IN ACCOUNT WITH:
Rental Type: ☐ All Found ☐ Bare Ministry of Transportation and Transit at address:
Is the job duration one day or less? ☐ Yes ☐ No Ministry of Transportation and Transit
300-10003 110th Ave, Fort St. John, BC, V1J 6M7
Ministry Unit ID: Project No./Subject No.:

INSTRUCTIONS

REFERENCE NO.: Make sure you have identified the invoice with a unique reference number.

COMPANY/VENDOR NAME: Please ensure this is the same name as was stated on the Rental Agreement.

ADDRESS/POSTAL CODE: Make sure the address and postal code are filled out in their entirety.

EQUIPMENT TYPE: The Equipment Type, Make, Size & Capacity, and License Number are valid/understandable.

MINISTRY UNIT I.D.: The Unit I.D. for this equipment is the same as the one stated in the Rental Agreement.

PROJECT NO./SUB-PROJECT NO.: Is correct and only one project is identified (sub-project is optional)

TOT HRS (WEEK 1, WEEK 2...): The Total Hours recorded each week are the same as those identified on the timecard.

RATE (\$): The Rates listed match those agreed upon in the Rental Agreement and timecard.

Week Ending (DD/MM/YYYY)								
Description		Week 1 Total Hours	Week 2 Total Hours	Week 3 Total Hours	Week 4 Total Hours	Total Hours	Rate \$	Total Cost \$ (Total Hours X Rate)
Straight Time	Main Equipment					0	\$ 0.00	\$ 0.00
	Attachment 1					0	\$ 0.00	\$ 0.00
	Attachment 2					0	\$ 0.00	\$ 0.00
	Attachment 3					0	\$ 0.00	\$ 0.00
Overtime	**OT at 1.5, if mutually agreed (Operator time-and-a-half)					0	\$ 0.00	\$ 0.00
	**OT at 2.0, if mutually agreed (Operator time-and-a-half)					0	\$ 0.00	\$ 0.00
Rest Break						0	\$ 0.00	\$ 0.00
Travel Hours, if mutually agreed						0	\$ 0.00	\$ 0.00
Fuel Adjustment, if mutually agreed						0	\$ 0.00	\$ 0.00
Subtotal \$								\$ 0.00



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HAULING CHARGES		
1. Invoice No's that apply to Hauling:		
2. Hauling Charges (\$) (for mob and demob only)	\$ 0.00	
3. Add internal moves if applicable (between sites within the project)		
4. Minus 5% of Equipment Total (main equipment plus attachments only)	\$ 0.00	
5. Hauling Charges Due		\$ 0.00

Enter \$0.00 if negative

Total (Subtotal + Hauling Charges Due)	\$ 0.00
GST = On All Round Rentals	\$ 0.00
PST = On Bare Rentals Only	
Invoice Grand Total	\$ 0.00

Certified correct pursuant to sections 32 & 33 of the Finance
and Administration Act and Related Policies and Procedures.

Please Print: Vendor/Owner Name

Vendor/Owner Signature

MINISTRY USE ONLY
Date Services Received:
Qualified Receiver Name:
Expense Authority Name:
Resp Centre:
Service Line:
STOB:
Project Number:
CPS: Product/Info 1:
Business Function:
Work Activity/Info 2:
Cost Type/Info 3:
Rental Agreement Number:
Vendor Number:

INSTRUCTIONS

HAULING CHARGES: (To be billed on final invoice once project is complete and equipment is released)

If the job duration is one day or less, full hauling costs are payable.

All Internal moves (moving equipment within and/or between sites) are paid in full.

For the original mob and demob to and from site, the Ministry of Transportation and Transit agrees to pay hauling costs in excess of 5% of the total equipment cost (main equipment plus attachments if applicable). Do not include fuel, OT, travel, etc. in calculation.

A negotiated point of hire must be agreed upon and recorded on the Standard Equipment Rental. If the point of hire is the jobsite, then hauling charges are not paid.

Upon release of your equipment rental from a project, hauling charges are to be calculated and submitted with the final invoice.

The "Hauling Charges" section of the Hired Equipment Invoice is to be completed as follows:

- Record all previous invoice numbers that apply to the specific project equipment rental.
- Record value of hauling charges. Be sure to attach supporting documentation. (e.g., hauling tickets, permits) This is for original mob and demob only, enter internal moves on line 3 if applicable.
- Add the cost of any internal moves (within and/or between sites)
- Add the total cost of main equipment and attachments (if applicable). Multiply the sum by 5% and record value.
- Add lines 2 and 3 and minus line 4 to determine the "Hauling Charges Due" and record value.
- Add the "Hauling Charges Due" value to the Subtotal, then add applicable taxes to determine the "Grand Total Payable".

Note: If the calculation of hauling charges is a negative number, total hauling charges are the responsibility of the equipment owner.

OWNER SIGNATURE: Make sure that you have signed the invoice.

Effective April 1, 2013 all BC government ministries, agencies, boards, commissions and Crown Corporations will pay GST/PST on Goods and Services, and PST on Goods (property).

PAYMENT OPTIONS

1. ELECTRONIC FUNDS TRANSFER (EFT) OR
2. CHEQUE (MAILED)

If you choose to have your payment made to you via EFT:
1. Fill out an EFT application form (available from the MoTT District Office).

2. Supply a void cheque from the company under your registered supplier (vendor) name; or
3. Have your financial institution stamp the banking information provided.

NOTE: If you have already set up an EFT (i.e., direct deposit) with another BC provincial government ministry, then you do not need to fill out another EFT application form for the Ministry of Transportation and Transit.