



Invoice Layout Samples

Canada (English)

***Disclaimer:** Actual Kyndryl invoices and credit notes will be in accordance with your country's local invoicing and tax regulations, which can be dependent on the scope of Kyndryl delivery. This illustration only depicts the future look and feel of Kyndryl invoices and credit notes as a sample.

Invoice to
COMPANY NAME
COMPANY ADDRESS

DRAFT

Invoice number	XXXXXXXXXX
Invoice date	2023-08-03
Customer number	XXXXXXXXXX
Legal contract number	XXXXXX
Contact	ARCan@kyndryl.com

Invoice

Project description	[Description of Project]
Payment terms	Due upon receipt

	Net Amount	Tax Amount	Total amount
Ship-to: COMPANY NAME, COMPANY ADDRESS			
Incident - OEM - Supplies			
[Description of Service 1]			
2023-08-01 - 2023-08-31	100.00	12.00	112.00
Incident - OEM - Shipping & Handling			
[Description of Service 2]			
2023-08-01 - 2023-08-31	100.00	12.00	112.00
Incident - OEM - Computer Equipment Rentals			
[Description of Service 3]			
2023-08-01 - 2023-08-31	100.00	12.00	112.00
Incident - OEM - Hourly Machine Time			
[Description of Service 4]			
2023-08-01 - 2023-08-31	100.00	5.00	105.00
Incident - OEM - Customized Application Software			
[Description of Service 5]			
2023-08-01 - 2023-08-31	100.00	5.00	105.00

Incident - OEM - Data Transmission via DSL (Interstate)

[Description of Service 6]

2023-08-01 - 2023-08-31	100.00	12.00	112.00
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Incident - OEM - Internet Access Service

[Description of Service 7]

2023-08-01 - 2023-08-31	100.00	12.00	112.00
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Incident - OEM - NOS Wireless Services

[Description of Service 8]

2023-08-01 - 2023-08-31	100.00	12.00	112.00
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Incident - OEM - Consulting

[Description of Service 9]

2023-08-01 - 2023-08-31	100.00	5.00	105.00
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Incident - OEM - Help Desk Services

[Description of Service 10]

2023-08-01 - 2023-08-31	100.00	5.00	105.00
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Net Amount

CAD	1,000.00
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Tax Amount

CAD	92.00
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Total amount

CAD	1,092.00
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Tax Details

Province	Tax Type	Tax Registration Nbr	Tax base	Tax Amount
MB	GST	XXXXXXXXXXXXXXXXXX	1,000.00	45.00
MB	PST	XXXXXX-X	1,000.00	47.00

Please remit electronic payment to:

[Bank Name]

[Bank Address] BANK ID: XXX TRANSIT CODE: XXXXX DESIGNATION: XXXX

BIC/SWIFT Code: XXXXXXXXXXXX

XXXX-XXXXXXX (CAD)

XXXX-XXXXXXX (USD)

Or remit checks to one of the following addresses:

Kyndryl Canada Ltd-XXXXXX

[Payment Address]

Kyndryl Canada Ltée-XXXXXX

[Payment Address]

Kyndryl Canada Ltd-XXXXXX

[Payment Address]

On payment remittance please indicate document, customer and legal contract numbers.

Late payment fees may apply to this document in accordance with the terms of the agreement.

Transactions relating to this document are governed by the contractual instruments signed or otherwise agreed by both the customer and Kyndryl.

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Invoice to
COMPANY NAME
COMPANY ADDRESS

DRAFT

Credit Note number XXXXXXXXXXXX
Credit Note date 2023-08-03
Original Invoice number XXXXXXXXXXXX
Original Invoice date 2023-08-03
Customer number XXXXXXXXXXXX
Legal contract number XXXXX
Contact ARCan@kyndryl.com

Credit Note

	Net Amount	Tax Amount	Total amount
Ship-to: COMPANY NAME, COMPANY ADDRESS			
Incident - OEM - Supplies			
[Description of Service 1]			
2023-08-01 - 2023-08-31	1,000.00	120.00	1,120.00
Incident - OEM - Shipping & Handling			
[Description of Service 2]			
2023-08-01 - 2023-08-31	1,000.00	120.00	1,120.00
Incident - OEM - Computer Equipment Rentals			
[Description of Service 3]			
2023-08-01 - 2023-08-31	1,000.00	120.00	1,120.00
Incident - OEM - Hourly Machine Time			
[Description of Service 4]			
2023-08-01 - 2023-08-31	1,000.00	50.00	1,050.00
Incident - OEM - Customized Application Software			
[Description of Service 5]			
2023-08-01 - 2023-08-31	1,000.00	50.00	1,050.00

Incident - OEM - Data Transmission via DSL (Interstate)

[Description of Service 6]

2023-08-01 - 2023-08-31	1,000.00	120.00	1,120.00
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Incident - OEM - Internet Access Service

[Description of Service 7]

2023-08-01 - 2023-08-31	1,000.00	120.00	1,120.00
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Incident - OEM - NOS Wireless Services

[Description of Service 8]

2023-08-01 - 2023-08-31	1,000.00	120.00	1,120.00
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Incident - OEM - Consulting

[Description of Service 9]

2023-08-01 - 2023-08-31	1,000.00	50.00	1,050.00
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Incident - OEM - Help Desk Services

[Description of Service 10]

2023-08-01 - 2023-08-31	1,000.00	50.00	1,050.00
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Net Amount

CAD	10,000.00
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Tax Amount

CAD	920.00
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Credit total amount

CAD	10,920.00
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Tax Details

Province	Tax Type	Tax Registration Nbr	Tax base	Tax Amount
MB	GST	XXXXXXXXXXXXXXXXXX	-10,000.00	-450.00
MB	PST	XXXXXX-X	-10,000.00	-470.00

Credit reason: [Reason for Credit]

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