



# Invoice Layout Samples

## *Canada ISM (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.

1 Research Dr  
Regina SK S4S 7H1  
GST number: XXXXXXXXXXXXXXXXX

Invoice to  
COMPANY NAME  
COMPANY ADDRESS

# DRAFT

Invoice number XXXXXXXXXXXX  
Invoice date 2023-08-03  
Customer number XXXXXXXXXXXX  
Legal contract number XXXXX  
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			
ADAI: KYNDRYL CONSULT - Supplies			
[Description of Service 1]			
2023-08-01 - 2023-08-31	100.00	13.00	113.00
ADAI: KYNDRYL CONSULT - Shipping & Handling			
[Description of Service 2]			
2023-08-01 - 2023-08-31	100.00	13.00	113.00
ADAI: KYNDRYL CONSULT - Computer Equipment Rentals			
[Description of Service 3]			
2023-08-01 - 2023-08-31	100.00	13.00	113.00
ADAI: KYNDRYL CONSULT - Hourly Machine Time			
[Description of Service 4]			
2023-08-01 - 2023-08-31	100.00	13.00	113.00
ADAI: KYNDRYL CONSULT - Customized Application Software			
[Description of Service 5]			
2023-08-01 - 2023-08-31	100.00	13.00	113.00

ADAI: KYNDRYL CONSULT - Data Transmission via DSL (Interstate)

[Description of Service 6]

2023-08-01 - 2023-08-31	100.00	13.00	113.00
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ADAI: KYNDRYL CONSULT - Internet Access Service

[Description of Service 7]

2023-08-01 - 2023-08-31	100.00	13.00	113.00
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ADAI: KYNDRYL CONSULT - NOS Wireless Services

[Description of Service 8]

2023-08-01 - 2023-08-31	100.00	13.00	113.00
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ADAI: KYNDRYL CONSULT - Consulting

[Description of Service 9]

2023-08-01 - 2023-08-31	100.00	13.00	113.00
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ADAI: KYNDRYL CONSULT - Help Desk Services

[Description of Service 10]

2023-08-01 - 2023-08-31	100.00	13.00	113.00
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Net Amount

CAD	1,000.00
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Tax Amount

CAD	130.00
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**Total amount**

<b>CAD</b>	<b>1,130.00</b>
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Tax Details

Province	Tax Type	Tax Registration Nbr	Tax base	Tax Amount
ON	HST	XXXXXXXXXXXXXXXXXX	1,000.00	130.00

Please remit electronic payment to:

[Bank Name]

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

BIC/SWIFT Code: XXXXXXXXXXXXX

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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Invoiced on behalf of ISM Information Systems Management Canada Corporation. Please make cheques payable to Kyndryl Canada Limited.

1 Research Dr  
 Regina SK S4S 7H1  
 GST number: XXXXXXXXXXXXXXXXX

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 ADAI: KYNDRYL CONSULT - Supplies [Description of Service 1] 2023-08-01 - 2023-08-31	1,000.00	130.00	1,130.00
ADAI: KYNDRYL CONSULT - Shipping & Handling [Description of Service 2] 2023-08-01 - 2023-08-31	1,000.00	130.00	1,130.00
ADAI: KYNDRYL CONSULT - Computer Equipment Rentals [Description of Service 3] 2023-08-01 - 2023-08-31	1,000.00	130.00	1,130.00
ADAI: KYNDRYL CONSULT - Hourly Machine Time [Description of Service 4] 2023-08-01 - 2023-08-31	1,000.00	130.00	1,130.00
ADAI: KYNDRYL CONSULT - Customized Application Software [Description of Service 5] 2023-08-01 - 2023-08-31	1,000.00	130.00	1,130.00

ADAI: KYNDRYL CONSULT - Data Transmission via DSL (Interstate)

[Description of Service 6]

2023-08-01 - 2023-08-31	1,000.00	130.00	1,130.00
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ADAI: KYNDRYL CONSULT - Internet Access Service

[Description of Service 7]

2023-08-01 - 2023-08-31	1,000.00	130.00	1,130.00
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ADAI: KYNDRYL CONSULT - NOS Wireless Services

[Description of Service 8]

2023-08-01 - 2023-08-31	1,000.00	130.00	1,130.00
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ADAI: KYNDRYL CONSULT - Consulting

[Description of Service 9]

2023-08-01 - 2023-08-31	1,000.00	130.00	1,130.00
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ADAI: KYNDRYL CONSULT - Help Desk Services

[Description of Service 10]

2023-08-01 - 2023-08-31	1,000.00	130.00	1,130.00
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Net Amount

CAD	10,000.00
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Tax Amount

CAD	1,300.00
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**Credit total amount**

<b>CAD</b>	<b>11,300.00</b>
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Tax Details

Province	Tax Type	Tax Registration Nbr	Tax base	Tax Amount
ON	HST	XXXXXXXXXXXXXXXXXX	10,000.00	1,300.00

Credit reason: [Reason for Credit]

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