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Quebec Freelancer Invoice Requirements: 2026 Checklist

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Executive Summary

A Quebec freelancer's invoice has to work as three documents at once: a request for payment, evidence supporting a client's input tax credit (ITC) and input tax refund (ITR), and a French commercial document.

There is no single mandatory Quebec invoice template (vitrinelinguistique.oqlf.gouv.qc.ca), but that does not mean every field is optional. A defensible template separates universal business controls from fields triggered by tax registration, invoice value, the client's credit claim, language, contract, or sector.

For ordinary taxable supplies in Quebec, the current rates are **5% Goods and Services Tax (GST)** and **9.975% Quebec Sales Tax (QST)** (revenuquebec.ca). For tax-credit support, Revenu Québec's matrix uses total invoice-value bands of **less than \$100**, **\$100 to \$499.99**, and **\$500 or more**. Registration numbers become required at \$100, while the purchaser's name and payment terms join the required information at \$500 (laws-lois.justice.gc.ca) (legisquebec.gouv.qc.ca). A supplier that is not registered should not invent tax numbers or charge tax. The ordinary small-supplier ceiling is **\$30,000** in a calendar-quarter test (revenuquebec.ca), subject to exceptions such as commercial ride-sharing and taxi activity (canada.ca).

Language is a separate pass/fail test. OQLF says commercial documents must be delivered in French, while Charter of the French Language section 57 requires the French version to be available on terms at least as favourable as any other-language version (oqlf.gouv.qc.ca) (legisquebec.gouv.qc.ca). This reaches business clients as well as consumers (oqlf.gouv.qc.ca). A bilingual invoice is the safest reusable default for many Montreal freelancers, while current official guidance allows defined outside-Quebec and contract-related exceptions.

The supplier's street address is **not listed as a universal field** in the ordinary tax-support matrix, and OQLF drafting guidance treats address and contact details as additional information (vitrinelinguistique.oqlf.gouv.qc.ca). It can still be contractually, sectorally, or operationally useful. Finally, retain

accessible records, ordinarily for **six years after the end of the last year to which they relate** (revenuquebec.ca).

Introduction and Background

An invoice is often treated as a polished summary of work already completed. For a Quebec freelancer, that is too narrow. The same PDF may determine whether a client pays promptly, whether a registered client can support an ITC or ITR, whether the supplier has collected the correct tax, and whether the document meets Quebec's French-language rules. Those functions overlap, but their legal triggers differ.

This report is for self-employed professionals and very small service businesses building or auditing an invoice template as of **September 19, 2026**. It focuses on ordinary service invoices, not every sector-specific bill. Revenu Québec generally imposes no special GST/QST invoice format, with restaurant establishments and taxi operators identified as exceptions (revenuquebec.ca). A freelancer in one of those sectors needs the specialized mandatory-billing rules in addition to this framework.

The central drafting discipline is to label fields accurately:

- **Required in the ordinary tax-credit matrix:** information needed at a stated invoice-value band so a registered purchaser can support an ITC or ITR.
- **Required only in a defined case:** a field triggered by registration, value, language, contract type, sector, or the recipient's location.
- **Recommended control:** information that speeds reconciliation or prevents disputes, although no general rule makes it universal.
- **Optional presentation choice:** information such as a professional address, selected for privacy, credibility, or client workflow.

This distinction matters because the tax rules are framed largely around the purchaser's supporting documentation. Registered clients need prescribed information to support credit and rebate claims (canada.ca). A supplier therefore creates a better invoice by anticipating the client's evidence requirements, not merely by writing the amount due.

The Invoice as Three Overlapping Systems

System 1: the client payment document

At its commercial core, an invoice identifies the parties, the work, the amount due, and how and when to pay. Quebec drafting guidance describes discounts and payment terms among usual invoice contents (vitrinelinguistique.oqlf.gouv.qc.ca). A unique invoice number is also a strong control, although OQLF lists it as additional information rather than a universal legal field (vitrinelinguistique.oqlf.gouv.qc.ca).

An invoice requests payment, while a receipt records that payment occurred. The distinction is reflected in government business guidance, which states that an invoice is not the same as a receipt (gov.uk). A paid invoice should therefore be linked to, not substituted for, the payment receipt or remittance record.

System 2: the tax-support document

A registered purchaser needs evidence for an ITC or ITR. The required data increase with the total transaction value, including taxes. At the lower band, the supplier or business name, date, total, and specified tax information do most of the work. At the middle band, registration numbers enter the matrix. At the upper band, purchaser identity and payment terms become material, along with a recognizable description.

This is why a single, full-field template is usually more efficient than three templates. A template that always includes both registration numbers, client name, terms, and a useful description will normally satisfy the information set for all three bands when the supplier is registered. It also reduces errors when several related supplies appear on one invoice.

System 3: the French commercial document

Language compliance does not depend on whether an invoice is tax-bearing. OQLF says invoices and commercial documents must be delivered in French (oqlf.gouv.qc.ca). Section 52 separately covers order forms and similar commercial documents available to the public, regardless of medium (legisquebec.gouv.qc.ca). A sound workflow therefore links the proposal, contract, purchase order, invoice, and receipt rather than treating the invoice as an isolated file.

One-Page Pass/Fail Checklist

Table 1 converts the three systems into a practical audit. “Case-dependent” means the freelancer must test the stated trigger rather than omit the field by default.

Check	Status	Pass test
Supplier identity	Required for tax support	Legal or business name appears consistently. The supplier name is prescribed across the tax-support bands (legisquebec.gouv.qc.ca).
Invoice date and total	Required for tax support	Issue date and total payable are present (legisquebec.gouv.qc.ca).
Service description	Required or prudent	Description lets the client recognize the supply; vague labels such as “services” are avoided (legisquebec.gouv.qc.ca).
GST and QST status	Case-dependent	Registrants show the correct tax and registration numbers; non-registrants do not charge tax.
Client name and terms	Required in the upper tax-support band	Purchaser identity and payment terms appear in that band.
French version	Required, subject to defined exceptions	French is available on terms at least as favourable as another-language version (legisquebec.gouv.qc.ca).
Invoice number	Recommended control	Identifier is unique and sequential enough to trace revisions, credits, and payment.
Due date and method	Recommended, sometimes contract-driven	Exact date, accepted method, currency, and reference instructions are stated.

Check	Status	Pass test
Supplier address	Optional in the ordinary matrix	Include when a contract, sector, registry, client onboarding process, or business choice calls for it.
Retention copy	Required recordkeeping control	Source and final copies remain readable and retrievable for the applicable period.

The matrix deliberately avoids calling every useful field “legally required.” A template can include all rows and still distinguish their basis. That distinction is valuable in an audit and during client onboarding, because it shows which omissions must block issuance and which are workflow improvements.

Field Matrix by Invoice Value and Context

The thresholds concern the **total value including taxes**, not merely the pre-tax subtotal. The federal regulation defines the lower tier as supplies totalling less than \$100 (laws-lois.justice.gc.ca). *Table 2* gives a conservative combined GST/QST implementation for an ordinary registered service supplier.

Field	Under \$100	\$100 to \$499.99	\$500 or more	Template treatment
Supplier or business name	Required	Required	Required	Always show it.
Invoice date	Required	Required	Required	Always show issue date; separately show service period if useful.
Total amount	Required	Required	Required	Show subtotal, taxes, adjustments, and final total clearly.
Tax amount or prescribed statement/rate	Required under applicable GST/QST rules	Required	Required	Separate GST and QST lines are clearest. QST rules prescribe tax paid/payable or the rate (legisquebec.gouv.qc.ca).
GST/QST registration numbers	Not required by the ordinary matrix	Required	Required	Registered suppliers should always show both to avoid threshold errors. Federal rules prescribe the GST/HST number from \$100 (laws-lois.justice.gc.ca).
Purchaser name	Not required by value matrix	Not required by value matrix	Required	Always show for B2B work; it becomes prescribed at \$500 (legisquebec.gouv.qc.ca).
Payment terms	Not required by value matrix	Not required by value matrix	Required	Always state a due date and method.
Recognizable description	QST support may require it	QST support may require it	Required	Always describe deliverable, period, quantity, or milestone.

These are minimum evidence fields, not a ban on more information. A client purchase-order number, project code, currency, email, bank reference, or remittance contact can be added when useful. Personal data should be proportionate: Quebec's privacy regulator says businesses should collect only personal information necessary for predetermined purposes (cai.gouv.qc.ca).

GST and QST Display Rules and Examples

Decide registration status before editing the template

The ordinary small-supplier ceiling is **\$30,000** in a single calendar quarter or the relevant rolling test (revenuquebec.ca). A qualifying small supplier generally need not register for GST/HST and QST (revenuquebec.ca). Voluntary registration changes the invoice and filing workflow, but can permit ITCs on eligible inputs used to make taxable supplies (revenuquebec.ca).

The test must be monitored continuously. If a business exceeds **\$30,000** in one calendar quarter, the transaction that crosses the threshold is already subject to GST/HST (canada.ca). Certain activities have special rules. A self-employed taxi or commercial ride-sharing driver must register even when otherwise a small supplier (canada.ca).

Show taxes unambiguously

For an ordinary taxable Quebec supply, calculate QST on the pre-tax consideration, not on a subtotal that already contains GST. A clean display is:

- **Professional services / Services professionnels:** \$1,000.00
- **GST / TPS, 5%:** \$50.00
- **QST / TVQ, 9.975%:** \$99.75
- **Total: \$1,149.75**

The rates are confirmed by Revenu Québec (revenuquebec.ca). Federal guidance permits GST/HST to appear as a separate amount or through a clear statement that the total includes it (canada.ca). Separate GST and QST lines are less ambiguous for Quebec B2B clients.

Show the exact registered names and account numbers. CRA states that a supplier must include its GST/HST account number on receipts and invoices for taxable supplies of **\$100 or more** (canada.ca). Never borrow another entity's number, and never display a pending number as though registration were complete.

French and Bilingual Invoice Rules

The reusable default

For a Quebec-facing freelance business, a **French-first bilingual template** is usually the lowest-friction default. When the Charter authorizes bilingual text, French must be displayed at least as prominently as every other language (legisquebec.gouv.qc.ca). The French text must also be independently understandable

(legisquebec.gouv.qc.ca).

This obligation is not limited to retail consumers. OQLF states that French service applies to consumers and other enterprises (oqlf.gouv.qc.ca). Small scale is not a general exemption: plain-language legal guidance says organizations must respect the Charter regardless of size (educaloi.qc.ca).

Defined situations require a separate check

- **Recipient in Quebec:** provide French. A bilingual document should keep French complete and at least equally prominent.
- **Client or supplier outside Quebec:** current OQLF guidance says invoices, contracts, and purchase orders intended for clients or suppliers outside Quebec may be written only in another language (oqlf.gouv.qc.ca). OQLF describes an outside-Quebec relationship by reference to a head office or establishment outside Quebec (oqlf.gouv.qc.ca). Document the basis rather than infer it from an email domain.
- **Adhesion contract and related document:** the adhesion contract must initially be drawn up in French (legisquebec.gouv.qc.ca). Once the French contract has been remitted and the parties expressly choose another language, related documents may be exclusively in that language (legisquebec.gouv.qc.ca). Whether a particular invoice is related is context-specific.
- **Temporary Quebec activity:** OQLF says the Charter applies to an enterprise carrying on activities in Quebec even temporarily (oqlf.gouv.qc.ca).

The common “Law 25 invoice” label confuses two reforms. **Law 25** concerns modernization of personal-information legislation (cai.gouv.qc.ca). **Law 96** is the Act respecting French, the official and common language of Quebec (bibliotheque.assnat.qc.ca). Invoice-language analysis belongs under the Charter as amended, not under privacy shorthand.

Address and Privacy Choices

The narrow legal conclusion is important: the ordinary tax-support matrix names the supplier or business, but does **not list a supplier street address** (revenuquebec.ca). OQLF's drafting guidance lists address and contact details as possible additional information (vitrinelinguistique.oqlf.gouv.qc.ca). This supports “not universally required,” not “never required.” A sector rule, signed contract, client-vendor setup, professional order, or registry obligation can change the answer.

Table 3 compares ordinary template choices. Because 2727 Coworking directly provides business addresses, it appears as a row rather than as an unrelated recommendation.

Address approach	Privacy and operations	Cost and evidence	Best fit
No street address displayed	Minimizes disclosure, but may create client onboarding questions and leaves only digital contact routes.	No address-service cost. Confirm that no contract or sector rule requires it.	Established client workflows that accept supplier identity and tax numbers without an address.
Home address	Simple and consistent with home-based records, but places a personal location on every invoice.	No separate service fee. Consider how widely invoices circulate.	Freelancers comfortable with disclosure and with no contradictory lease or operational constraint.
Qualifying professional address	Separates public business identity from the residence. Quebec permits a qualifying professional address so a registered individual's home address is not published (quebec.ca).	Verify eligibility and mail handling. A post office box cannot serve as the professional address in the enterprise register (quebec.ca).	Home-based businesses wanting a stable public business location.
2727 Coworking business address	Real Montreal street address with an individual mailbox number, usable on invoices according to the provider (2727coworking.com).	Mailbox starts at \$35/month ; prices are before GST and QST, and the provider advises checking third-party eligibility (2727coworking.com).	Montreal freelancers who want business mail handling and separation from a residence.

The practical decision is not “**address or no address**” in the abstract. It is whether a stable address helps payment, procurement, returns, tax correspondence, registry consistency, and privacy enough to justify disclosure or service cost. If collecting a client's address, ask why it is necessary. Data minimization applies to a convenient-looking template field as much as to a separate form.

Numbering, Payment Terms, and Late-Payment Wording

An invoice number is a **recommended control**, not a universal field identified by the OQLF template guidance. Use a system that remains unique after corrections, such as 2026-0042, and never overwrite an issued invoice silently. Issue a credit note or replacement that references the original. CRA guidance for electronic records requires an audit trail from the source (canada.ca), which makes traceable identifiers operationally valuable.

A useful terms block states:

- **Due date:** an exact calendar date, not only “net 30.”
- **Currency:** for example, CAD.
- **Payment method:** electronic transfer, card, cheque, or agreed platform.
- **Reference:** invoice number and client purchase-order number.
- **Deposit or credit:** amounts already paid and the balance remaining.
- **Late-payment basis:** only wording already supported by the contract.

These controls also match general invoice practice guidance: use an invoice or other reference number that the payer can quote, and specify both the due date and payment method ([gov.uk](#)) ([gov.uk](#)). For procurement clients, preserve the matching identifiers. BDC recommends comparing the purchase order, delivery receipt, and invoice before payment ([bdc.ca](#)). BDC also cautions that statements can repeat invoice amounts and create a risk of paying twice ([bdc.ca](#)). When cash is accepted, issue a receipt as evidence of payment rather than merely marking a working copy ([gov.uk](#)).

Do not attempt to create a new interest bargain for the first time in fine print after performance. Use contract-consistent terms. Civil Code article 1617 provides for interest at the agreed rate or, absent agreement, the legal rate ([legisquebec.gouv.qc.ca](#)). The Barreau du Québec identifies that legal rate as **5%** under the federal Interest Act ([barreau.qc.ca](#)). Contract review is appropriate before adding compound interest, administration fees, or collection costs.

Six-Year Records Workflow

Revenu Québec allows tax records and supporting documents on paper, electronically, digitally, or on microfilm ([revenuquebec.ca](#)). Electronic storage is not merely a screenshot folder. The system must be capable of producing accessible, usable copies ([revenuquebec.ca](#)). CRA similarly says an electronic source document must remain electronically readable even if transferred to another medium ([canada.ca](#)).

Use this workflow:

1. **Create:** issue a locked final PDF and preserve the source record from the invoicing system.
2. **Identify:** store invoice number, client, issue date, supply period, subtotal, taxes, and payment status as searchable data.
3. **Link:** retain the accepted proposal or contract, time or delivery evidence, expense support, credit notes, and payment confirmation.
4. **Protect:** restrict access, use version history, and back up independently of a single device.
5. **Test:** retrieve a sample invoice, its source data, and attachments annually in a readable form.
6. **Dispose:** apply a documented retention schedule, pausing destruction when another legal or audit requirement extends the period.

The ordinary Quebec period is **six years following the end of the last year to which the records relate** ([revenuquebec.ca](#)). For an invoice related to a calendar year ending December 31, 2026, the conservative ordinary calendar points to retention through December 31, 2032. A late-filed self-employed return changes the clock: Revenu Québec says related records are retained for six years after the filing date ([justepourtous.revenuquebec.ca](#)).

Outsourcing does not outsource accountability. CRA states that using a service provider does not relieve the taxpayer of recordkeeping, readability, retention, and access responsibilities ([canada.ca](#)). Legal retention can also override the normal privacy duty to destroy information after its purpose is fulfilled ([cai.gouv.qc.ca](#)).

Data Analysis and Evidence

The decisive numbers form a compact control system:

- **\$100 total:** first tax-support threshold. Registration numbers become part of the ordinary supporting-document information (laws-lois.justice.gc.ca).
- **\$500 total:** purchaser name, payment terms, and the full upper-band information set apply for tax-credit support (legisquebec.gouv.qc.ca).
- **5% plus 9.975%:** ordinary Quebec taxable-service rates, producing **\$149.75** tax on a **\$1,000** subtotal and a **\$1,149.75** total (revenuquebec.ca).
- **\$30,000:** ordinary small-supplier ceiling under the relevant calendar-quarter tests; CRA confirms that the threshold-crossing supply can become taxable (canada.ca).
- **Six years:** ordinary Quebec record retention after the end of the last relevant year (revenuquebec.ca).

These figures suggest two automation rules. First, use the highest-band template by default rather than conditionally hiding fields at the two invoice-value boundaries. The cost of extra legitimate information is small, while the cost of leaving a registered client without its supporting evidence can include rework and delayed payment. Second, connect revenue monitoring to invoicing. A rolling registration alert should precede the transaction that crosses the small-supplier ceiling, because that transaction can itself become taxable.

A **\$99.99** total and a **\$100.00** total fall on opposite sides of the first band (laws-lois.justice.gc.ca). A **\$499.99** total and **\$500.00** total similarly straddle the upper band (legisquebec.gouv.qc.ca). Because taxes count toward total value, a pre-tax service amount below a round threshold can still enter the higher band. This is another reason to show complete registration and purchaser information whenever it is valid.

The address comparison adds a separate quantitative choice. A **\$35 monthly** mailbox is **\$420 over 12 months before tax**, while showing no address has no service fee (2727coworking.com). That is not a compliance price. It is a privacy, mail-handling, and presentation decision that should be evaluated against actual client and registry needs.

Implementation Guidance and Bilingual Specimen

Build once, then test triggers

Configure one master template with supplier identity, client identity, invoice number, issue date, service period, precise bilingual description, subtotal, separate tax lines, total, registration numbers, due date, currency, payment method, and contract or purchase-order reference. Hide tax lines only when the supply and registration status justify doing so. Never leave a zero tax line that falsely implies a tax analysis was completed.

Before sending each invoice:

- **Identity check:** exact supplier and client names match the contract and registrations.
- **Tax check:** place-of-supply, taxability, registration status, rates, and arithmetic are confirmed.

- **Threshold check:** the total including taxes is tested against the lower and upper tax-support boundaries.
- **Language check:** French is complete, understandable, and at least equally available.
- **Terms check:** due date and late-payment wording agree with the signed contract.
- **Evidence check:** final PDF and supporting record are stored together.

Copy-ready annotated specimen

The following specimen is illustrative, not a sector-specific form. Replace brackets and remove annotations before use.

```

FACTURE / INVOICE                                No: 2026-0042
Date de facturation / Invoice date: 2026-09-19
Période de service / Service period: 2026-09-01 to 2026-09-15

FOURNISSEUR / SUPPLIER
[Legal or business name]
[Optional professional address]
TPS / GST: [registration number]
TVQ / QST: [registration number]
[Email and telephone]

CLIENT / CUSTOMER
[Client legal or business name]
[Client reference or purchase order]

DESCRIPTION
[Specific deliverable, milestone, quantity, and service period in French]
[Equivalent English description, if bilingual]

Sous-total / Subtotal                            \$1,000.00
TPS / GST 5%                                     \$50.00
TVQ / QST 9.975%                                \$99.75
TOTAL                                             \$1,149.75 CAD

Échéance / Due date: 2026-10-19
Mode de paiement / Payment method: [method]
Référence / Reference: 2026-0042
[Contract-consistent late-payment wording]

```

In the production Markdown article the dollar signs are escaped, but the invoice generated for a client should use ordinary currency symbols. The specimen's full client name, terms, description, and registration numbers deliberately satisfy the upper-band information pattern. For a non-registrant, delete the tax numbers and tax charges, and state only an accurate commercial explanation if useful. Do not label an amount "tax exempt" unless the supply's status has actually been determined.

Implications and Future Directions

The best invoice system is rules-based rather than document-based. It should know the supplier's registration status, test transaction value, preserve French content, enforce required fields, calculate tax, and retain an immutable issued copy. This makes compliance less dependent on memory and reduces the temptation to modify a prior PDF manually.

Four design implications follow:

- **Highest-band defaults:** full supplier, purchaser, terms, description, and tax information avoid threshold-edge errors.
- **French content as structured data:** store French labels and service descriptions in the invoicing system, not in a final manual translation step.
- **Address as a policy choice:** document when the home, professional, or no-address option is used and which external requirements were checked.
- **Retention by fiscal relationship:** calculate destruction eligibility from the relevant year-end or filing event, not simply six years from invoice day.

Electronic invoicing will make source data more important. A rendered PDF may be convenient for the client, but the audit trail, readable source record, contract, tax logic, and payment evidence together form the durable file. The same principle applies to bilingual output: generating two inconsistent PDFs is riskier than generating one complete French-first bilingual invoice from a single record.

Structured e-invoicing goes beyond emailing a PDF. The European standard describes structured messages that can be exchanged and processed automatically (ec.europa.eu). That model strengthens validation and matching when the source fields remain correct. CPA Canada describes an automated three-way match around the purchase order, shipping document, and vendor invoice (cpacanada.ca). A freelancer may not need enterprise procurement software, but consistent identifiers make the invoice compatible with a client's controls.

Templates also need scheduled review. Rates, thresholds, Charter regulations, and sector rules can change. A reasonable annual control is to recheck official Revenu Québec, CRA, OQLF, and consolidated legislation pages, then record the review date in the template configuration. A review should also occur when the business registers for taxes, crosses a threshold, enters a regulated sector, changes legal name, adopts a professional address, or begins serving a new jurisdiction.

Frequently Asked Questions (FAQs)

Does a self-employed person in Quebec need to issue a specific government form?

No single Quebec invoice model applies generally (vitrinelinguistique.oqlf.gouv.qc.ca). The information must fit the transaction, tax-credit band, language duty, contract, and sector. Restaurants and taxi businesses are specifically identified as exceptions to the ordinary no-special-format statement.

Must every Quebec invoice show GST and QST numbers?

No. A non-registrant should not display invented numbers or collect tax. In the ordinary supporting-document matrix, registration numbers become required in the middle and upper value bands for registered suppliers. A consistent registered supplier will usually show them on every invoice.

Must an invoice be in French for a business client?

French duties are not confined to consumers. OQLF says the service obligation applies to other enterprises too (oqlf.gouv.qc.ca). A complete bilingual invoice is generally practical. Apply current official exceptions carefully for outside-Quebec recipients and qualifying contract contexts.

Is a supplier address mandatory on every ordinary freelance invoice?

The ordinary Revenu Québec matrix does not list it as a universal field, and OQLF drafting guidance treats it as additional information. That is not a blanket exemption from sector, professional, contractual, registry, or client-onboarding requirements. A professional address may be useful for privacy and stable mail handling.

How long should invoices be kept?

The ordinary Quebec rule is **six years after the end of the last year to which the records relate** (revenuquebec.ca). Late filing or another legal requirement can extend the practical date. Keep electronic source records readable and accessible, not only printed copies.

Conclusion

A reliable Quebec freelancer invoice is not defined by decorative layout. It is defined by correct triggers and traceable evidence. The minimum system identifies the supplier, dates and describes the work, calculates the total, applies registration-dependent GST/QST treatment, supplies the client information required for its tax credits, makes French properly available, states contract-consistent payment terms, and preserves a readable record.

The safest operational pattern is a French-first bilingual master template containing the highest-band fields. That design eliminates most mistakes at the two invoice-value boundaries while remaining usable for smaller transactions. Registration status still controls whether tax and tax numbers appear, and specialized sectors still require their own review.

An address deserves a separate business decision. It is not a universal field in the ordinary tax-support matrix, but it can support registry consistency, client confidence, mail handling, and residential privacy. A [home address](#), qualifying professional address, or no displayed address can each be reasonable in the right context.

Finally, issuance is only half the process. Preserve the source record, final invoice, contract, delivery evidence, adjustments, and payment record in an accessible system. Calculate the retention date from the relevant year-end or filing event, and review the template whenever registration, law, sector, or business identity changes. That turns an invoice from an improvised payment request into a repeatable control.

Source links

Links cited in this article, in order of first appearance. Full addresses are provided for readers using extracted text.

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11. <https://www.revenuquebec.ca/en/businesses/consumption-taxes/gsthst-and-qst/collecting-gst-and-qst/preparing-invoices/>
12. <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/charge-collect-which-rate.html>
13. <https://www.gov.uk/invoicing-and-taking-payment-from-customers>
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About 2727 Coworking

2727 Coworking is a Montreal workspace and business-address provider. We serve people who need a place to focus, meet, run a small business or establish a professional mailing presence. Our website offers English and French information about workspace options and services, alongside educational resources for operating a business in Canada.

A workspace that fits the day

Our workspace options include private offices, day passes and desks, and a conference room. These formats help individuals and teams compare a dedicated office with more flexible ways to work or hold a meeting. Prospective members can explore the virtual tour, review current pricing and book a visit before choosing a workspace.

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2727 Coworking provides business-address and virtual-mailbox services. Our resources explain the documents and practical questions involved, including guidance for people outside Canada. Service eligibility, included features, availability and access arrangements should be confirmed on the applicable service page or with our team.

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A business address alone does not establish tax residence, immigration status, banking approval or eligibility for a government program.

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