

# Quote and Invoice Guidelines

A quote or invoice **from your distributor, retailer and/or contractor** is required to complete your application.

To avoid unnecessary delays to your application, please ensure your quote or invoice contains the information outlined below.

- 1 Quantity of product(s)
- 2 Manufacturer
- 3 Model number
- 4 Material cost per unit
- 5 Labour as a separate line item, if applicable

## Sample Invoice

Date: \_\_\_\_\_ (Date)

Invoice #: \_\_\_\_\_ (Number)

Vendor:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Company Name)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, Province Postal Code)  
\_\_\_\_\_  
(Phone)

Sold to:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Company Name)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, Province Postal Code)  
\_\_\_\_\_  
(Phone)

Quantity	Description	Unit Price	Net Amount
10	Manufacturer: ABC Lighting Inc. Model #: ABC-LED19T8L4-885	\$25.00	\$250.00
N/A	Labour	\$250.00	\$250.00

Subtotal \_\_\_\_\_ \$500.00

HST \_\_\_\_\_ \$75.00

Total Due \_\_\_\_\_ \$575.00