

# Quote and Invoice Guidelines

A quote or invoice **from the distributor or retailer** is required to complete your application. If working with a contractor, please request that they provide this information.

To avoid unnecessary delays to your application, please include the information as outlined below:

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

## Sample Invoice

**Date:** [Date]

**Invoice #:** [Number]

**Vendor:** [Name]  
 [Company Name]  
 [Street Address]  
 [City, Province Postal Code]  
 [Phone]

**Ship to:** [Name]  
 [Company Name]  
 [Street Address]  
 [City, Province Postal Code]  
 [Phone]

1	Quantity	2	Manufacturer	3	Model #	4	Unit Price	Line Total
	10		ABC Lighting Inc.		ABC-LED19T8L4-885		\$25.00	\$250.00
5	N/A		Labour		Labour		\$250.00	\$250.00
							Subtotal	\$500.00
							Sales Tax	15.00%
							<b>Total</b>	<b>\$575.00</b>