

Invoice Guidelines

An invoice from your distributor, retailer and/or contractor is required to complete your application. To avoid unnecessary delays to your application, please ensure your invoice contains the information outlined below.

- 1** Quantity of product(s)

2 Manufacturer

3 Full Model Number (indoor and outdoor), serial numbers and Air Conditioning, Heating and Refrigeration Institution (AHRI) verification number (Ducted Heat Pumps)
- 4** Material cost per unit

5 Labour as a separate line item, if applicable

6 Installers Wood Energy Technology Transfer (WETT), Canadian GeoExchange Coalition (CGC), or Refrigeration and Air Conditioning Mechanic (RACM) Certification / License #

Sample Invoice

		Date: <u>(Date)</u> Invoice #: <u>(Number)</u> Installation Date: <u>(Date)</u>												
Vendor: <u>(Contact Name)</u> <u>(Company Name)</u> <u>(Street Address)</u> <u>(City, Province Postal Code)</u> <u>(Phone)</u>	Sold to: <u>(Name)</u> <u>(Company Name)</u> <u>(Street Address)</u> <u>(City, Province Postal Code)</u> <u>(Phone)</u>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Quantity</th> <th style="width: 55%;">Description</th> <th style="width: 15%;">Unit Price</th> <th style="width: 15%;">Net Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td> Manufacturer: ABC Heat Pump Full Outdoor Model: AABBC-HP1122 Serial: SN-321654 Full Indoor Model: ABC-HP1234 Serial: SN-456456 AHRI # (Ducted Heat Pumps Only): AHRI-1234567 </td> <td style="text-align: center;">\$3000</td> <td style="text-align: center;">\$3000</td> </tr> <tr> <td style="text-align: center;">N/A</td> <td>Labour</td> <td style="text-align: center;">\$250.00</td> <td style="text-align: center;">\$250.00</td> </tr> </tbody> </table>	Quantity	Description	Unit Price	Net Amount	1	Manufacturer: ABC Heat Pump Full Outdoor Model: AABBC-HP1122 Serial: SN-321654 Full Indoor Model: ABC-HP1234 Serial: SN-456456 AHRI # (Ducted Heat Pumps Only): AHRI-1234567	\$3000	\$3000	N/A	Labour	\$250.00	\$250.00		
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Installers Certification Credentials Technician Name: WETT Certificate #: <u>(Number)</u> CGC Certificate #: <u>(Number)</u> RACM Certificate #: <u>(Number)</u>		Subtotal <u>\$3250.00</u> HST <u>\$487.50</u> Total Due <u>\$3737.50</u>												