

SAMPLE INCENTIVE INVOICE

[Applicant Business Name – same as the portal]
[Mailing Address – same as the portal]
[Tel #]

Billed To:
Retrofit Program
Independent Electricity System
Operator 120 Adelaide Street West #
1600 Toronto, ON M5H 1T1

Invoice Date: [YYYY-MM-DD]
Invoice #: [XXXXXXXXXX]

Application ID	Project Description	Amount
[XXXXXXX]	[XXX e.g. lighting retrofit] Project and facility address	\$0,000.00
HST #: [XXXXXXXXXX]		Subtotal \$0,000.00
HST Details: [XXXXXX] (e.g. XYZ is an NGO that is HST exempt.) or N/A		HST \$0.00
		TOTAL \$0,000.00
		Amount Paid \$0.00
		Balance Due \$0.00

This template is provided as a guide for the content expectations and is subject to program requirements. The incentive [invoice guide and FAQs](#) provide further details. Businesses are free to use their existing invoice templates once the required information is included.