

**Ensure project invoices contain key information**

During the review process, invoices assist with verifying the measures installed and checking for eligible project costs in accordance with the program requirements. Please see the example below for the required information to be included on project invoices. If you do not have any of the required information at the time the invoice is submitted, an email confirmation containing the missing information submitted with the application documents is acceptable.

The invoice needs to be addressed and billed to the Applicant.

Invoice dates indicate when binding agreements were entered into and can help verify eligibility. Invoice dates are typically compared to when the application was submitted for approval in the Retrofit portal.

**Example of a project invoice with sufficient information**

**INVOICE**

**Logo Name**  
Lighting Guys  
4321 Etobicoke Way  
Etobicoke, ON, M9C 2Y2  
Phone: 416-555-5511  
Fax: 416-555-1155  
lightingguy@lighting.com

**Date** → DATE: Feb 21, 2020  
INVOICE NO: 106877

**Applicant Company Name and Address** → INVOICE TO:  
ABS Shop  
11 Milky Way,  
Etobicoke, ON, M9C 2Y2

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Pat B	Lighting specialist	Due on Receipt	

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
100	ICN-2P15-TLED-HL-N 2L / DLC: PGB892AN	\$17.00	\$1,700.00
82	HD-HB10-80W-50-150A / DLC: PCTUNBF2	\$165.00	\$13,530.00
6	LC-WP-100W-LG 50K / DLC: PL3JBGNU1RKJ	\$749.00	\$4,494.00
1	Labour		\$5,100.00
1	Disposal		\$150.00
Subtotal			\$24,974.00
Sales Tax			\$3,246.62
Total			\$28,220.62

**Quantity** → (points to 100, 82, 6, 1, 1)

**Unit Price** → (points to \$17.00, \$165.00, \$749.00)

**Model Number and DLC Number** → (points to ICN-2P15-TLED-HL-N 2L / DLC: PGB892AN, HD-HB10-80W-50-150A / DLC: PCTUNBF2, LC-WP-100W-LG 50K / DLC: PL3JBGNU1RKJ)

**Additional project costs are separated** → (points to Labour and Disposal rows)

*This handout was originally released with the July 21, 2020, Save on Energy webinar: "Using the Retrofit Program Portal in the Post-Project Submission Process: Overcoming barriers to collecting your incentive"*

## Information that must be included on a project invoice



**The facility address and applicant company name**



**Date of the invoice**



**Full model numbers of products installed**



**Quantities of individual fixtures or equipment that was installed**



**Line items for material, labour, and disposal costs**



**Do not include costs not directly associated with the project**