
RETROFIT PROGRAM

SUFFICIENT INVOICE EXAMPLE

1. 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.

2. INFORMATION THAT MUST BE INCLUDED ON A PROJECT INVOICE

- (a) The facility address and applicant company name
- (b) Date of the invoice
- (c) Full model numbers of products installed
- (d) Quantities of individual fixtures or equipment that was installed
- (e) Line items for material, labour and disposal costs
- (f) Do not include costs not directly associated with the project

3. EXAMPLE OF A PROJECT INVOICE WITH SUFFICIENT INFORMATION

INVOICE



Logo
Name

DATE
Feb 21, 2020

INVOICE NO
106877

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

INVOICE TO
ABS Shop
11 Milky Way,
Etobicoke, ON, M9C 2Y2

Applicant company name and address

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

DATE

Additional project costs are separated

UNIT PRICE

Model number and DLC number