



RETROFIT PROGRAM SUFFICIENT INVOICE EXAMPLE

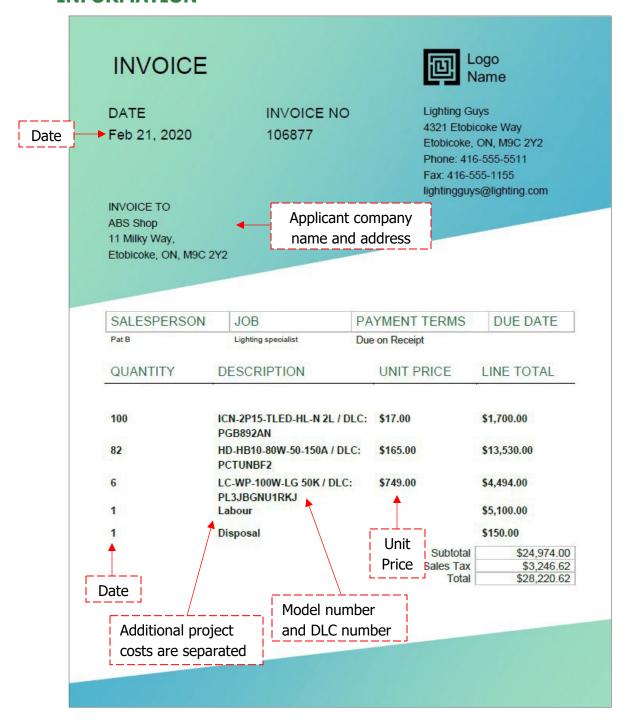
1. ENSURE PROJECT INVOICES CONTAIN KEY INFORMATION

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



RETROFIT PROGRAM, Version 1 2