

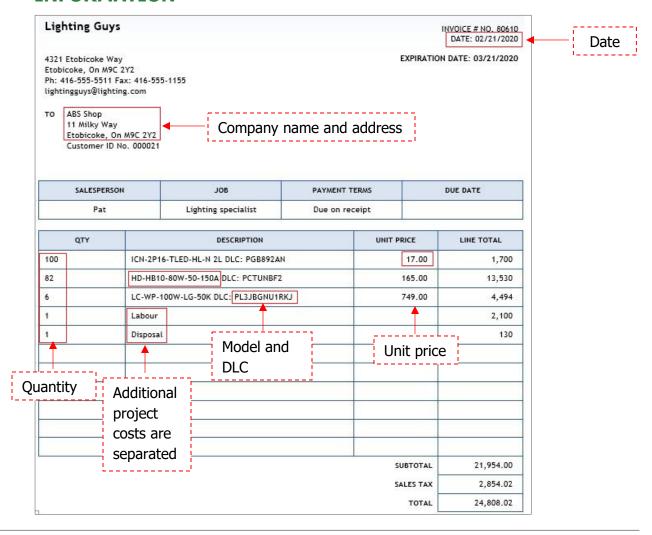


## RETROFIT PROGRAM SUFFICIENT VS. INSUFFICIENT QUOTE

## 1. ENSURE QUOTES CONTAIN CRITICAL INFORMATION

The Save on Energy Technical Reviewer requires project quotations to contain certain information. If any of the required information is missing, an email confirmation with the missing information that is submitted with application documents is acceptable.

## 2. EXAMPLE OF A PROJECT QUOTE WITH SUFFICIENT INFORMATION



## 3. EXAMPLE OF A PROJECT QUOTE WITH INSUFFICIENT INFORMATION

Company Na	ame				INVOICE # N	
			EXPIRATION DATE DAT			
o:						
SALESPERS	SON	JOB	PAYMENT TERMS		DUE DATE	
			Due on rece	ipt		
QTY	DESCRIPTION		UNIT PRICE		LINE TOTAL	
	Retrofit lighting upgrades				17,50	
	25 25 25		7			
			-1	SUBTOTAL		
				SALES TAX		

- (a) Does not include the facility address or applicant company name
- (b) Does not include a date
- (c) Does not provide full model numbers or quantities of individual fixtures/equipment
- (d) Does not differentiate between material, labour, and disposal costs

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