

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

Lighting Guys

4321 Etobicoke Way
Etobicoke, On M9C 2Y2
Ph: 416-555-5511 Fax: 416-555-1155
lightingguy@lighting.com

TO ABS Shop
11 Milky Way
Etobicoke, On M9C 2Y2
Customer ID No. 000021

INVOICE # NO. 80610
DATE: 02/21/2020

EXPIRATION DATE: 03/21/2020

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Pat	Lighting specialist	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
100	ICN-2P16-TLED-HL-N 2L DLC: PGB892AN	17.00	1,700
82	HD-HB10-80W-50-150A DLC: PCTUNBF2	165.00	13,530
6	LC-WP-100W-LG-50K DLC: PL3JBGNU1RKJ	749.00	4,494
1	Labour		2,100
1	Disposal		130
SUBTOTAL			21,954.00
SALES TAX			2,854.02
TOTAL			24,808.02

3. EXAMPLE OF A PROJECT QUOTE WITH INSUFFICIENT INFORMATION

Company Name		INVOICE # NO. DATE:	
TO:		EXPIRATION DATE DATE	
SALESPERSON	JOB	PAYMENT TERMS	
		Due on receipt	
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Retrofit lighting upgrades		17,500
SUBTOTAL			
SALES TAX			
TOTAL			

- (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