

Home Energy Solutions



YOUR LETTER HEAD

Please refer to this sample invoice to ensure invoices for HVAC measures are complete before sending incentive application documents to Home Energy Solutions. Incomplete or unreadable invoices may be refused.

Customer Name:		Customer name and site address must match information on Form 300A.
Site Address:		
PAID IN FULL (date)		Invoice must report the "paid in full" date <u>before</u> incentives can be paid. Failure to indicate this may cause delayed payment to your customer.
Install Date:		
System Replaced:		Report previous heating system i.e.: "Replaced old heat pump."

GAS FURNACE / DV UNIT HEATER / FIREPLACE	Installed Cost: \$
Manufacturer:	Model #:
Serial #:	Efficiency % (AFUE):

HEAT PUMP		Installed Cost: \$	
Manufacturer:		Model #:	
Serial #:	HSPF:	SEER:	EER:

WATER HEATER		Installed Cost: \$	
Manufacturer:		Model #:	
Serial #:		Capacity:	
Energy Factor (EF):		Fuel Type: Natural Gas Only	

List Water Heater capacity in gallons or specify "tankless" if appropriate

Complete incentive application packets include:

- Form 300A or Form 320H
- Paid Invoice
- Data Sheet (for heat pump commissioning or duct sealing)

Send incentive application packets to:

Home Energy Solutions
 Attn: Incentive Processing
 P.O. Box 847
 Portland, OR 97207
 1-866-516-7592 (Fax)

Heating Equipment Invoice Requirements

Home Energy Solutions requires participants applying for program incentives to submit a paid installation invoice that specifies measure details. To be accepted, invoices must document all items listed below:

1. **Installer contact information with CCB#** - company letterhead preferred)
2. **Date of installation** – all applications must be received within 120 days of this date
3. **Homeowner contact information (name, address, phone, utility)** – this must match Form 300A or Form 320H
4. **“Paid in Full” Date** – Specify the date the job was paid for and completed
5. **Installed cost** - Break out installed cost of each qualifying unit, minus add-ons
6. **Unit identification** – Manufacturer, Model #, and Serial #
7. **Efficiency information**
 - a. Gas Furnaces, list: **AFUE %**
 - b. Heat Pumps, list: **HSPF, SEER and EER**
 - c. Water Heaters, list: **Energy Factor (EF) and Capacity** (in gallons, or indicate “tankless”)
8. **System Replaced** – specify the type of heating system being replaced, i.e.: “Replaced a Gas Furnace” or “Replaced an Electric Furnace”

Submit Invoice and Form 300A or Form 320H (plus data sheets for heat pump commissioning or duct sealing) to:

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Attention: Incentive Processing
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Portland, OR 97207

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