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## SAMPLE DUCT SEALING INVOICE

123 Street Name  
City, State, Zip  
Phone: 503.555.1234  
Email: yourname@yourmail.com  
Website: www.yourbusiness.com

Invoice Date:  
Invoice Number:  
Due Date:  
Invoice Terms:

Participant Name:  
Site Address:  
City, State, Zip  
Date of Install:  
Total Energy Trust of Oregon Incentive:

Required Attachments:  
 Homeowner invoice marked "paid in full"  
 Homeowner invoice submitted with Energy Trust Form 320ADS or Form 320U  
 PTCS Duct Testing and Sealing Form (if applicable)

### Duct Leakage Test and Duct Sealing

Duct Test Pre-CFM<sub>50</sub> (WRT Outside):  
Duct Test Post-CFM<sub>50</sub> (WRT Outside):

Duct Leakage Test cost: \$  
Duct Sealing cost: \$  
Leakage reduction: \_\_\_\_\_ CFM<sub>50</sub>; \_\_\_\_\_% reduction  
Incentive amount: \$

If Duct Leakage test only, please identify reason:

- Visual inspection verified ducts are inside conditioned space
- Participant declined duct sealing
- Duct Leakage pre-test was less than 300 CFM<sub>50</sub>
- Contractor made a reasonable effort to perform duct sealing, but was unable to meet the reduction requirements: 150 CFM<sub>50</sub> minimum reduction and 50 percent reduction, or greater
- Performance Tested Comfort Systems (PTCS) Duct Sealing Certificate and NW Duct Sealing Form submitted\*

*\*To qualify, work must comply with PTCS specifications. Please consult the Weatherization Specifications Manual for details.*

Energy Trust requires all information listed on this form to process incentives. Legible, handwritten invoices are acceptable. **Please make sure that all pertinent forms and paperwork are submitted together.**

Completed invoices and required forms can be submitted in the following ways:

**Mail:** Existing Homes; Attn: Incentive Processing; P.O. Box 40508, Portland, OR 97240  
**Fax:** 1.866.516.7592; Attn: Incentive Processing  
**Email:** hesforms@energytrust.org

## Checklist for Duct Sealing Incentives and Invoice Requirements

Energy Trust's Existing Homes program requires participants applying for incentives to submit a paid installation invoice, which specifies incentive details. All items listed below are required—along with the information on the front of this document—for incentive processing.

- Contractor contact information
  - Installer name
  - Company address
  - Company phone
- Contractor/installer CCB# (not required for Energy Trust trade allies)
- Date of installation (all applications must be received within 90 days of installation date)
- Homeowner invoice marked "paid in full" (billing address must match Form 320ADS or Form 320U)
- Homeowner contact information
  - Homeowner name
  - Address
  - Phone number
  - Billing address (if different than residential address)
- Completed Form 320ADS or Form 320U attached
  - Homeowner billing information
  - Specify mailing address for incentive payment
  - Contractor and homeowner signatures agreeing to Terms and Conditions
- Completed PTCS Duct Testing and NW Duct Sealing Form attached (required for duct sealing)
- Duct leakage test cost
- Duct sealing cost
- Duct Leakage and Sealing test results
  - Pre-CFM<sub>50</sub> results (WRT Outside)
  - Post-CFM<sub>50</sub> results (WRT Outside)
  - Total reduction \_\_\_\_ CFM<sub>50</sub> \_\_\_\_ % reduction
- Duct Leakage test-only reasons
  - Visual inspection verified ducts are inside conditioned space
  - Participant declined duct sealing
  - Duct Leakage pre-test was less than 300 CFM<sub>50</sub>
  - Contractor made a reasonable effort to perform duct sealing, but was unable to meet the reduction requirements
- Incentive amount requested—see [www.energytrust.org](http://www.energytrust.org) for current incentive amounts

**This sample invoice is to be used as a guideline in accordance to the new Existing Homes incentive structure, effective January 1, 2011. A complete list of the incentive changes is available [www.energytrust.org/ta](http://www.energytrust.org/ta). All invoices must be submitted on your company's letterhead.**