



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

SAMPLE INSULATION INVOICE

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

Participant Name:
Site Address:
City, State, Zip
Date of Install:

Required Attachments:
 Homeowner invoice marked "paid in full"
 Homeowner invoice submitted with Energy Trust Form 320WI or Form 320U

Total Energy Trust of Oregon Incentive:

Attic or Ceiling Insulation Beginning R-value: Sq. ft. installed:	Installed cost: \$ Ending R-value: Incentive amount: \$
Knee Wall Insulation Beginning R-value: Sq. ft. installed: Installed cost: \$	Ending R-value: Cavity filled: <input type="checkbox"/> Yes <input type="checkbox"/> No Incentive amount: \$
Floor Insulation Beginning R-value: Sq. ft. installed: Installed cost: \$	Ending R-value: Cavity filled: <input type="checkbox"/> Yes <input type="checkbox"/> No Incentive amount: \$
Wall Insulation Beginning R-value: Sq. ft. installed:	Installed cost: \$ Ending R-value: Incentive amount: \$
Rim Joist Insulation Beginning R-value: Sq. ft. installed: Installed cost: \$	Ending R-value: Cavity filled: <input type="checkbox"/> Yes <input type="checkbox"/> No Incentive amount: \$
Duct Insulation Beginning R-value: Linear ft. installed:	Installed cost: \$ Ending R-value: Incentive amount: \$

*PTCS Duct Testing and Sealing Form with sample duct sealing invoice attached (if applicable).
Duct sealing must be performed before insulation is installed. If duct sealing is not performed to PTCS specifications, no incentive for duct sealing will be given.*

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 Insulation Incentive 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 contact information
 - Homeowner name
 - Address
 - Phone number
 - Billing address (if different than residential address)
- Homeowner invoice marked "paid in full" (billing address must match Form 320WI or Form 320U)
- Completed Form 320WI 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 with sample duct sealing invoice (if applicable)
- Installed cost for each qualifying incentive (Note: include cost of spray foam and insulation)
- R-values (consult Weatherization Specifications Manual Quick Reference)
 - Beginning R-value (per qualifying incentive)
 - Ending R-value (per qualifying incentive)
- Total sq. ft. or linear ft. installed (per qualifying incentive)
- Incentive amount requested—see www.energytrust.org for current incentive amounts
- Formula: ___ sq. ft. insulation installed X \$.___/per sq. ft. Energy Trust incentive = \$ ____ incentive amount
(Example: 1,000 sq. ft. ceiling insulation installed X \$0.25 per sq. ft. = \$250 incentive amount)

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 at www.energytrust.org/ta. All invoices must be submitted on your company's letterhead.