Windows Addendum

Residential

EnergyTrust of Oregon

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Steps to completion:

1. **Make** an eligible window upgrade.
2. **Complete** application, including:
   - Online or 320C-WX incentive application form
   - Windows Addendum
   - U-value documentation
   - Paid in full invoice for purchase and installation
3. **Submit** online form or mail, fax or email documentation together to:

   Energy Trust of Oregon
   Residential
   818 SW 3rd Ave, #215
   Portland, OR 97204

   1.866.311.1822 phone
   1.866.516.7592 fax
   residentialforms@energytrust.org

Need-to-know information:

- Windows must be installed by a contractor with an active license to be eligible for incentives.
- Window dimensions must be clear for incentive to be processed. If window is non-standard in shape, please indicate the shape of the window as well as all the dimensions.

- **This form is used as an addendum to online, 320C-WX incentive applications only and will not be accepted alone. All information must be completed for processing; incomplete information will result in delayed payment of the incentive. Details of this program, including incentives, are subject to funding availability and may change.**
- **List all windows installed and write down window sizes to the nearest quarter of an inch.**
- **Please submit one item from each column below when applying for a window incentive:**

Incentive Application	Window Size	Window U-Value	Invoice
☐ Online ☐ 320C-WX	☐ Invoice or packing list from manufacturer, distributor, retailer or contractor with dimensions for each window ☐ Windows Addendum	☐ Copy of NFRC sticker for each window installed ☐ Manufacturer's packing list with U-values for each window	☐ Purchase and installation invoice marked "Paid in Full"

Trade Ally/Contractor Information

Trade Ally/Contractor Company Name _____ Trade Ally/Contractor Phone _____

Site Information

Customer Name _____

Site Address _____ City _____ State ____ Zip _____

Window Information

Quantity	Manufacturer	Series/Model	Width	Height	U-value

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Window Information (Continued)

Quantity	Manufacturer	Series/Model	Width	Height	U-value

Non-Standard Shape Window Information

Quantity	Manufacturer	Series/Model	Shape	Measurements	U-value

Trade Ally/Contractor Signature

By signing below, Trade Ally/Contractor certifies that this addendum and accompanying application, invoices, and measure documentation are complete and accurate, and that all measures associated with this addendum were completed as of the signature date below. Trade Ally/Contractor acknowledges that failure to accurately report window sizes, quantity or U-Value will count as a major corrective action and will be subject to disciplinary policies and procedures. To receive incentives, all work must comply with the Home Retrofit Specifications Manual and program incentive guides found on Energy Trust's website.

Trade Ally/Contractor Representative **Signature** **Date**

Trade Ally/Contractor Company **OCCB# or Washington Contractor's License #** **Install Date**