


CleanBC Better Homes and Home Renovation Rebate Programs Invoice Requirements

Your window and door invoice needs to have all the information identified below in order to meet the program documentation requirements.

SAMPLE INVOICE



The Window & Door Company 1
123 Main Street Vancouver, BC V2M 4L8
1 (866) 875-2736 2
hello@wdc.com


3 **PO#:** 112100
GST 123456789 RT 0001

INSTALLATION ADDRESS 5

Mr. Joe Bewarm 4
4353 Ontario Street
Vancouver, BC
V2M 4L8

	INVOICE DATE	PLEASE PAY	DUE DATE
	01/10/22	\$11,130.00	01/10/22

DESCRIPTION	HRS/QTY	RATE	SUBTOTAL
6 Supply and replace 13 windows: 7 A Window Manufacturer: Super Efficient Glass Ltd. 7 B Window Model: SEG-2000 Series 7 A Certified By: RCB (Recognized Certifying Body) 7 A Reference Number: NR0000-00000001-ES 7 B Window Specs: triple glazed, argon fill, insulated spacer, U-factor 1.2 W/m ² -K Energy performance labels for each window provided to homeowner.	13	\$730.00	\$9,490.00
6 Supply and replace 2 exterior doors: 7 A Door Manufacturer: Super Door Company 7 A Door Model: 1/2 Lite Series 7 A Certified By: RCB (Recognized Certifying Body) 7 A Reference Number: NR0000-00000001-ES 7 B Door Specs: U-Factor 1.2 W/m ² -K Energy performance labels for each window provided to homeowner.	2	\$1,200.00	\$2,400.00
SUBTOTAL			\$11,890.00 8
		GST (5%)	\$594.50
		TOTAL	\$12,484.50



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- 1 Contractor's company name & address
- 2 Contractor's contact information
- 3 Invoice number & contractor GST number
- 4 Invoice date
- 5 Participant name & address
- 6 Description of work, number of windows & doors installed
- 7 Certification of each window and door including:
 - A Make & model numbers for all windows and doors
 - OR**
 - NRCan reference numbers or Certified Products Directory (CPD) number provided by one of the following certifying bodies:
 - Canadian Standards Association (CSA);
 - Intertek Canada (Intertek);
 - Labtest Certification (LC);
 - QAI Laboratories (QAI); or
 - National Fenestration Ratings Council (NFRC)
 - AND**
 - B Metric U-Factor rating (W/m²-K) of each window and door
- 8 Cost (including labour)
- 9 Proof of payment or payment plan (e.g. PAID stamp)

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Document updated January 2020.

CleanBC Better Homes and Home Renovation Rebate Programs

Invoice Requirements

Your insulation invoice needs to have all the information identified below in order to meet the program documentation requirements.

SAMPLE INVOICE



The Good Insulation Company **1**
123 Main Street Vancouver, BC V2M 4L8
1 (866) 875-2736
hello@gic.com **2**


3 PO#: 112098
GST 123456789 RT 0001

INSTALLATION ADDRESS **5**

Mr. Joe Bewarm
4353 Ontario Street
Vancouver, BC
V2M 4L8

	INVOICE DATE 4	PLEASE PAY	DUE DATE
	01/10/22	\$2,415.00	01/10/22

DESCRIPTION	HRS/QTY	RATE	SUBTOTAL
A Location: Attic – Top Floor <i>Type of Insulation: Loose fill</i> B Starting & Final R Value: R10 to R40 C Square Footage: 1400	1	\$1,600.00	\$1,600.00
A Location: Attic- Main Floor <i>Type of Insulation: Loose fill</i> B Starting & Final R Value: R28 to R40 C Square Footage: 700	1	\$700.00	\$700.00
7 SUBTOTAL		\$2,300.00	
GST (5%)		\$115.00	
7 TOTAL		\$2,415.00	



- 1** Contractor's company name & address
- 2** Contractor's contact information
- 3** Invoice number & contractor GST number
- 4** Invoice date
- 5** Participant name & address
- 6** In each area of the house that has been upgraded and/or had a different insulation treatment, indicate the following:
 - A** Location of installation (attic; wall cavities; wall sheathing; basement/crawlspace walls; exposed floor; joist header; crawlspace, etc.)
 - B** Starting and final R-value
 - C** Total amount added in square feet
- 7** Cost (including labour)
- 8** Proof of payment or payment plan (e.g. PAID stamp)

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Document updated May 2019.



CleanBC Better Homes and Home Renovation Rebate Programs Invoice Requirements

Your heat pump hot water heater invoice needs to have all the information identified below in order to meet the program documentation requirements.

SAMPLE INVOICE



The Water Heater Company 1
123 Main Street Vancouver, BC V2M 4L8
1 (866) 875-2736 2
hello@whc.com


3 **PO#:** 112102
GST 123456789 RT 0001

INSTALLATION ADDRESS

5 Mr. Joe Bewarm
4353 Ontario Street
Vancouver, BC
V2M 4L8

INVOICE DATE	PLEASE PAY	DUE DATE
4 01/10/22	\$2,415.00	01/10/22

DESCRIPTION	HRS/QTY	RATE	SUBTOTAL
6 Supply and install heat pump water heater: <i>Make: AirHeat</i> <i>Model: AH1H00P10</i>	1	\$2,300.00	\$2,300.00
7 Gas hot water heater removed according to all applicable laws on 15/10/18			



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SUBTOTAL	\$2,300.00 8
GST (5%)	\$115.00
TOTAL	\$2,415.00

- 1 Contractor's company name & address
- 2 Contractor's contact information
- 3 Invoice number & contractor GST number
- 4 Invoice date
- 5 Participant name & address
- 6 Make & model number of the system
- 7 If converting from fossil fueled hot water, description of removal of fossil fueled hot water system
- 8 Cost (including labour)
- 9 Proof of payment or payment plan (e.g. PAID stamp)

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Document updated May 2019.




CleanBC Better Homes and Home Renovation Rebate Programs

Invoice Requirements - Converting from Fossil Fuels to Dual Fuel Heat Pump

Your heat pump invoice needs to have all the information identified below in order to meet the program documentation requirements.

SAMPLE INVOICE




The ASHP Company 1
123 Main Street Vancouver, BC V2M 4L8
1 (866) 875-2736 2
hello@ashpc.com

3 **PO#:** 112099
GST 123456789 RT 0001

5 **INSTALLATION ADDRESS**
Mr. Joe Bewarm
4353 Ontario Street
Vancouver, BC
V2M 4L8

	INVOICE DATE	PLEASE PAY	DUE DATE
	4 01/10/22	\$11,550.00	01/10/22

DESCRIPTION	HRS/QTY	RATE	SUBTOTAL
6 Supply and installation of new SEER 16 and HSPF 10.00 central ducted heat pump with variable speed compressor:	1	\$11,000.00	\$11,000.00
7 <i>Make: WarmAir</i>			
<i>Outdoor Model: KW30-898UX-012</i>			
<i>Indoor Model(s): KWW060UX</i>			
8 <i>AHRI number: 1234567</i>			
<i>Number of tons: 2.5</i>			
9 <i>Switch-over Temperature: 5°C</i>			
SUBTOTAL			\$11,000.00 11
GST (5%)			\$550.00
TOTAL			\$11,550.00



- 1 Contractor's company name & address
- 2 Contractor's contact information
- 3 Invoice number & contractor GST number
- 4 Invoice date
- 5 Participant name & address
- 6 Indicate that a variable speed compressor has been installed
- 7 Make & model numbers for all components
- 8 AHRI number or copy of AHRI certificate and tonnage of system
- 9 Central heat pumps (Tier 2): switch-over temperature of the thermostat, outdoor switch-over control or equipment control board (if natural gas or propane back up retained)
- 10 Proof of payment or payment plan (e.g. PAID stamp)
- 11 Cost (including labour)

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Document updated April 2022.



CleanBC Better Homes and Home Renovation Rebate Programs Invoice Requirements - *Upgrading from Electric Space Heating to Heat Pump*

Your heat pump invoice needs to have all the information identified below in order to meet the program documentation requirements.

SAMPLE INVOICE



The ASHP Company 1
123 Main Street Vancouver, BC V2M 4L8
1 (866) 875-2736 2
hello@ashpc.com


PO#: 112099 3
GST 123456789 RT 0001

INSTALLATION ADDRESS 5

Mr. Joe Bewarm
4353 Ontario Street
Vancouver, BC
V2M 4L8

INVOICE DATE	PLEASE PAY	DUE DATE
01/10/22 4	\$11,550.00	01/10/22

DESCRIPTION	HRS/QTY	RATE	SUBTOTAL
6 Supply and installation of new SEER 16 and HSPF 10.00 central ducted heat pump with variable speed compressor: 7 <i>Make: WarmAir</i> <i>Outdoor Model: KW30-898UX-012</i> <i>Indoor Model(s): KVV060UX</i> 8 <i>AHRI number: 1234567</i> <i>Number of tons: 2.5</i>	1	\$11,000.00	\$11,000.00



SUBTOTAL	\$11,000.00 10
GST (5%)	\$550.00
TOTAL	\$11,550.00

- 1 Contractor's company name & address
- 2 Contractor's contact information
- 3 Invoice number & contractor GST number
- 4 Invoice date
- 5 Participant name & address
- 6 Indicate that a variable speed compressor has been installed - not required for Central Heat Pumps (Tier 1)
- 7 Make & model numbers for all components
- 8 AHRI number or copy of AHRI certificate and tonnage of system
- 9 Proof of payment or payment plan (e.g. PAID stamp)
- 10 Cost (including labour)

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Document updated April 2022.




CleanBC Better Homes and Home Renovation Rebate Programs

Invoice Requirements - *Converting from Fossil Fuels to Heat Pump*

Your heat pump invoice needs to have all the information identified below in order to meet the program documentation requirements.

SAMPLE INVOICE



The ASHP Company 1
 123 Main Street Vancouver, BC V2M 4L8
 1 (866) 875-2736 2
 hello@ashpc.com

3 **PO#:** 112099
GST 123456789 RT 0001

INSTALLATION ADDRESS

5 Mr. Joe Bewarm
 4353 Ontario Street
 Vancouver, BC
 V2M 4L8

INVOICE DATE	PLEASE PAY	DUE DATE
4 01/10/22	\$13,440.00	01/10/22

DESCRIPTION	HRS/QTY	RATE	SUBTOTAL
<p>6 Supply and installation of new SEER 16 and HSPF 10.00 central ducted heat pump with variable speed compressor:</p> <p>7 <i>Make: WarmAir</i> <i>Outdoor Model: KW30-898UX-012</i> <i>Indoor Model(s): KVV060UX</i></p> <p>8 <i>AHRI number: 1234567</i> <i>Number of tons: 2.5</i></p> <p>9 Removal and/or decommission of fossil fuel system including applicable tank(s) from customer premise on 01/10/2022.</p>	1	\$11,000.00	\$11,000.00
			11 SUBTOTAL \$12,800.00
			GST (5%) \$640.00
			TOTAL \$13,440.00

PAID

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- 1 Contractor's company name & address
- 2 Contractor's contact information
- 3 Invoice number & contractor GST number
- 4 Invoice date
- 5 Participant name & address
- 6 Indicate that a variable speed compressor has been installed
- 7 Make & model numbers for all components
- 8 AHRI number or copy of AHRI certificate and tonnage of system
- 9 Central heat pumps (Tier 2): switch-over temperature of the thermostat, outdoor switch-over control or equipment control board (if natural gas or propane back up retained)
- 10 Proof of payment or payment plan (e.g. PAID stamp)
- 11 Cost (including labour)

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Document updated February 2022.




CleanBC Better Homes and Home Renovation Rebate Programs

Invoice Requirements - *Converting from Wood to Heat Pump*

Your heat pump invoice needs to have all the information identified below in order to meet the program documentation requirements.

SAMPLE INVOICE



The ASHP Company 1
 123 Main Street Vancouver, BC V2M 4L8
 1 (866) 875-2736 2
 hello@ashpc.com

3 **PO#:** 112099
GST 123456789 RT 0001

5 **INSTALLATION ADDRESS**

Mr. Joe Bewarm
 4353 Ontario Street
 Vancouver, BC
 V2M 4L8

INVOICE DATE	PLEASE PAY	DUE DATE
01/10/22 4	\$11,550.00	01/10/22

DESCRIPTION	HRS/QTY	RATE	SUBTOTAL
6 Supply and installation of new SEER 16 and HSPF 10.00 central ducted heat pump with variable speed compressor: 7 <i>Make: WarmAir</i> <i>Outdoor Model: KW30-898UX-012</i> <i>Indoor Model(s): KVV060UX</i> 8 <i>AHRI number: 1234567</i> <i>Number of tons: 2.5</i>	1	\$11,000.00	\$11,000.00
SUBTOTAL			\$11,000.00 10
GST (5%)			\$550.00
TOTAL			\$11,550.00

PAID

9

- 1 Contractor's company name & address
- 2 Contractor's contact information
- 3 Invoice number & contractor GST number
- 4 Invoice date
- 5 Participant name & address
- 6 Indicate that a variable speed compressor has been installed
- 7 Make & model numbers for all components
- 8 AHRI number or copy of AHRI certificate and tonnage of system
- 9 Proof of payment or payment plan (e.g. PAID stamp)
- 10 Cost (including labour)

If you are removing your wood heating system, before and after photos of the system's removal are required.

If you retain your wood heating system, you will also require an inspection report completed by a Wood Energy Technology Transfer Inc. (WETT)-certified professional.

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Document updated October 2020.




CleanBC Better Homes and Home Renovation Rebate Programs Invoice Requirements

You must have an invoice from your utility and an electrical contractor invoice for the electrical service upgrade rebate. The utility provider invoice needs to have all the information identified below in order to meet the program documentation requirements.

SAMPLE UTILITY INVOICE

1 Service Address FIRST NAME LAST NAME 1234 Street Name City Name, BC, V0A 0A0	2 Account number 1111 111	3 Invoice Number 1111111111	4 Billing Date October 01, 2022
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UTILITY PROVIDER

Bill details	
Previous Billing Period	
Previous Bill.....	\$XX.XX
Payment Received.....	\$XX.XX
Balance Forward	
	\$XX.XX
Account Charges	
Service Alteration Charges	
Service Installation Charge	
Customer Charge for Upgrade.....	\$987.00
Taxes on Account Charges	
GST 5%.....	\$49.35
Account Charges Subtotal	\$1,036.35
Utility Account Charges	
Utility Rate.....	\$X.XX/unit
Energy Used.....	XX.XX units
Energy Charges.....	\$XX.XX
Taxes on Utility Account Charges	
GST 5%.....	\$XX.XX
Utility Account Charges Subtotal	\$XX.XX
TOTAL DUE \$1,036.35	
Tax Summary	
GST 5%.....	\$49.35

- 1** Utility account holder name & address
- 2** Utility account number
- 3** Invoice number
- 4** Invoice date
- 5** Account charges reflecting service alterations fees; will read as Service Alteration Charges or Service Installation Charge or Customer Charge for Upgrade on the utility bill
- 6** Total account charges due

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Document updated October 2019.



CleanBC Better Homes and Home Renovation Rebate Programs Invoice Requirements

You must have an invoice from your utility and an electrical contractor invoice for the electrical service upgrade rebate. The electrical contractor invoice needs to have all the information identified below in order to meet the program documentation requirements.

SAMPLE INVOICE



The Electrician Company 1
123 Main Street Vancouver, BC V2M 4L8
1 (866) 875-2736 2
hello@tec.com

3 **PO#:** 112100
GST 123456789 RT 0001

INSTALLATION ADDRESS

Mr. Joe Bewarm 5
4353 Ontario Street
Vancouver, BC
V2M 4L8

INVOICE DATE	PLEASE PAY	DUE DATE
01/10/22 4	\$840.00	01/10/22

DESCRIPTION	HRS/QTY	RATE	SUBTOTAL
Upgrade of electrical service to home:	4	\$200.00	\$800.00
<i>Electrical Permit: 1234567</i>			
<i>Upgrade of electrical panel, conduit replacement, and labour.</i>			
<i>Includes mast alterations, weather head replacement.</i>			
<i>Utility provided additional service alterations.</i>			

SUBTOTAL	\$800.00 9
GST (5%)	\$40.00
TOTAL	\$840.00

PAID

- 1 Contractor's company name & address
- 2 Contractor's contact information
- 3 Invoice number & contractor GST number
- 4 Invoice date
- 5 Participant name & address
- 6 Electrical permit number
- 7 Description of work
- 8 Additional service upgrade work provided by utility, if required
- 9 Cost (including labour)
- 10 Proof of payment or payment plan (e.g. PAID stamp)

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Document updated October 2019.

