

Contractor Invoice Form

NW DUCTLESS HEAT PUMP PROJECT

To be completed by installation contractor. All applicable fields are required for approval. Incomplete forms or incorrect reporting will delay approval.

Official use only: Customer ID	
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Homeowner Information

Homeowner name:	Utility name:
Site address:	Site City/ State/ Zip code:

Installation Information

Contractor company name:	Date of installation:	
Distributor name:	Branch location:	
Total installed cost, including: equipment, labor, electrical, tax, permit and other (prior to rebate): \$ _____		
Equipment cost: \$ _____ Labor cost: \$ _____ Electrical cost: \$ _____ Tax cost: \$ _____ Permit cost: \$ _____ Other cost: \$ _____		
Total number of outdoor units installed: _____	Total number of indoor units installed: _____	Total nominal heating capacity of outdoor units installed (Btu/hr): _____

Detailed Description of System Installed to Serve Main Living Area:

Outdoor unit manufacturer:		Outdoor unit model number:		Refrigerant added (over manufacturer's pre-charge): _____ oz	
Associated indoor units	Indoor unit model number(s)	Heating capacity (Btu/hr)	Installed line set length (ft)	Zone square footage (ft)	Zone room description
Indoor unit 1 (in main living area)					
Unit 2 (if installed)					
Unit 3 (if installed)					
Unit 4 (if installed)					

Description of Additional Outdoor Units (if installed):

	Model number	Number of indoor units	Nominal heating capacity (Btu/hr)	Zone room description(s)
Outdoor unit 2 (if installed)				
Outdoor unit 3 (if installed)				
Outdoor unit 4 (if installed)				

Contractor Signature Release

By signing below, the contractor certifies that this invoice form and all accompanying documents are complete and accurate. The signature certifies that the contractor is licensed, bonded, insured, has been trained by the manufacturer of the installed product and has received project contractor orientation. By signing this, the contractor has read and understood the terms and conditions printed on the back of this form and/or project information on the Northwest Ductless Heat Pump Project website (www.nwductless.com).

Who is the best person to contact?		Email contact:	
SIGN HERE	Signature:	Installer name:	Date:
	Phone: () - <input type="checkbox"/> Work <input type="checkbox"/> Cell	Alternative phone: () - <input type="checkbox"/> Work <input type="checkbox"/> Cell	
<input type="checkbox"/> Yes, I have obtained a completed Homeowner Participation Form for this installation. <input type="checkbox"/> Yes, I have included a copy of the job sales invoice for proof of installation.			

V4: This form, subject to change, is effective from October 1, 2009 to December 31, 2009

www.nwductless.com

Return completed form to:
Northwest Ductless Heat Pump Project
 517 SW 4th Ave, Suite 400 • Portland, OR 97204 • Phone 503.808.9003
 Fax 503.808.9004 (preferred)



NORTHWEST
 ENERGY EFFICIENCY
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Terms and Conditions *Note: It is not necessary to fax the terms and conditions page for approval.*

OFFICIAL FORM: This form and any required additional documentation, including installation invoice, must be filled out completely, truthfully and accurately. The Northwest Ductless Heat Pump Project ("the Project") will not be responsible for lost documentation pertaining to the submission of this form. Project details, including incentives, are subject to change without prior notice.

HOMEOWNER ELIGIBILITY: To be eligible for incentive payment, the resident must (i) use permanently installed zonal electric resistance heat as the primary source of heat and have the system installed throughout the residence. **EXCEPTION:** In some utility areas single family site built homes that use a permanently installed electric forced air furnace as their primary heat source, may qualify. A qualifying home cannot: (i) be new construction, (ii) have a fossil fuel central forced air or fossil fuel hydronic heating system, (iii) have a ducted heat pump system, nor (iv) have a temporary foundation. The resident must (i) allow their utility to make their billing history available to the Project for up to two years prior to and two years post installation, (ii) agree to participate in the Project and evaluation activities.

SYSTEM ELIGIBILITY: To be eligible for incentive payment, ductless heat pumps installed as part of the Project must be: (i) a split system heat pump employing an inverter-driven, variable speed compressor, a variable speed outdoor fan, and a multi-speed or variable speed indoor blower, and (ii) installed with the indoor unit in the main living area of the house. Additionally, indoor units using any type of field-installed duct system are NOT eligible.

CONTRACTOR ELIGIBILITY: Contractors must be licensed bonded and insured, have successfully completed equipment training by the manufacturer of the product installed, and have completed a Project orientation.

VERIFICATION AND INSPECTION: Participating homes are subject to onsite inspections in order to verify that the system meets Project standards and that the home meets eligibility guidelines. Systems will be randomly chosen for onsite inspection, based on the number of completed installations by the contractor. No warranty is implied by this inspection.

INCENTIVE PAYMENT: The Project will approve utility incentive payment upon receipt of all complete and correct documentation. The Project will provide approved incentive payment information to the appropriate utility for payment. One incentive per residence is available regardless of the number of units installed in the home.

INVOICE: This form must accompany a copy of the installation invoice that includes the total installation cost (including electrical cost) and a description of the products and services provided.

FACSIMILE/SCANNED: Facsimile transmission of any signed original document, and the retransmission of any signed facsimile transmission, shall be the same as delivery of the original signed document. Scanned original documents transmitted to the Project as an attachment via electronic mail shall be the same as delivery of the original signed document. At the request of the Project, the contractor shall confirm documents with a facsimile transmitted signature or a scanned signature by providing the original document.

TAX LIABILITY: The Project is not responsible for any tax liability, which may be imposed on the contractor as a result of payment of any incentives.

DISCLAIMER/NO LIABILITY: The contractor understands that the Project is not supervising work performed and is not responsible for proper completion of that work or proper performance of any products purchased. The contractor assumes the risk of any loss or damage in connection with installation. The Project does not guarantee any particular energy savings results by its approval of the installation.

ENDORSEMENT: The Project does not endorse any particular manufacturer, contractor, or product in promoting Ductless Heat Pumps. The fact that the names of particular manufacturers, contractors, or products may appear on Project materials does not constitute an endorsement. Manufacturers, contractors, or products not mentioned are not implied to be unsuitable or defective in any way.

SAFETY AND BUILDING CODES: The contractor agrees to pursue compliance with federal, state, and local building and environmental codes for the installation of this product. The contractor certifies products have been installed consistent with manufacturer instructions.

ACCESS AND EVALUATION: The Project and its representatives may request access to the property on which the ductless heat pump system was installed, to review and evaluate the system during and after Project completion. The Participant agrees to provide reasonable access to the property for the purposes described herein. In addition, the project may contact the participant for survey participation and project feedback.

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