

# 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

## Homeowner Information

Homeowner name:	Utility Name:
Site address:	Site City / State / ZIP code:

## Installation Information

Contractor Company Name:	Date of Installation:
Distributor Name:	Distributor branch location (City, State):
Retail Partnership: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify retailer (Home Depot, etc.) _____	
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: _____

As a result of this installation, will the existing electric resistance heating system be:  Removed  Disabled  NA  
**Type removed:**  Ceiling  Wall Heater  Baseboard  Hydronic Floor  Other \_\_\_\_\_ # removed \_\_\_\_  Partially  Completely  
**Type disabled:**  Ceiling  Wall Heater  Baseboard  Hydronic Floor  Other \_\_\_\_\_ # disabled \_\_\_\_  Partially  Completely

## Detailed Description of Outdoor Unit #1 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)	Installed line set length (ft)	Zone square footage (ft <sup>2</sup> )	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	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.goingductless.com](http://www.goingductless.com)).

Who is the best person to contact?	Email contact:	
 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. <input type="checkbox"/> Yes, I have installed refrigerant line protection on entire length of exterior, insulated refrigerant lines. (For details, see page 2.) <input type="checkbox"/> Yes, I have installed the system in accordance with manufacturer specifications, including adherence to proper refrigerant charging.		

This form, subject to change, is effective from October 1, 2011 to March 31, 2012

[www.goingductless.com](http://www.goingductless.com)

Return completed form to:  
**NW Ductless Heat Pump Project**  
 625 SW Broadway, Suite 300 • Portland, OR 97205  
 Phone 503.808.9003 • Fax 503.808.9004



## **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 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, and (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. Upon successful completion of the Project orientation, you/your company is eligible to participate in the Project. Continued participation in the Project is at the complete discretion of the Project manager, and you may be removed from the Project at will. Contractors must be currently eligible participants in the Project in order for utilities to pay incentives.

**CONTRACTOR REMOVAL:** Non-compliance with Project requirements and/or Quality Assurance Inspections resulting in deviations may trigger a performance review of the installation contractor. This review will be conducted with the Project QA team, utilities, and other Project stakeholders. The performance review may result in suspension or permanent removal from participation in the Project. Findings of the performance review will be communicated, in writing, to the installation contractor and participating utility along with terms of suspension or removal. Suspension or removal is at the sole discretion of the Project, and is not subject to negotiation or modification.

**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.

**REFRIGERANT LINE PROTECTION:** At the time of installation, contractor must protect all exterior, insulated refrigerant lines. Protection is either UV resistant tape wrapped around insulated refrigerant lines or rigid line hides installed over insulated refrigerant lines.

This form, subject to change, is effective from October 1, 2011 to March 31, 2012

[www.goingductless.com](http://www.goingductless.com)

Return completed form to:

**NW Ductless Heat Pump Project**

625 SW Broadway, Suite 300 • Portland, OR 97205

Phone 503.808.9003 • Fax 503.808.9004

