

SAMPLE INVOICE

If rebate is to be paid directly to the **Vendor**, then the rebate amount must appear as an Instant Rebate on the project invoice similar to this example:

1 **Invoice #:** 00001
Date: 04/22/13

2 **Installing Contractor:**
XYZ HVAC Contractor
111 HVAC Expert Road
Anytown, MI 48473

3

4 **Sold To:**
John Q. Sample Corporation
123 Save Energy Way
Anytown, MI 48473

Ship To:
John Q. Sample Corporation
123 Save Energy Way
Anytown, MI 48473

5 **Project Name (customer if different from above):**
MI EnergySaver, Inc.

Quantity	Manufacturer	Model	Serial #	Description	Unit Price	Total
1	BURNHAM	ALP285	9982563	ALPINE 285 NAT. GAS BOILER	\$5,000.00	\$5,000.00
1	TRANE	YHC036E HA005M	83810275	ROOFTOP A/C 3 TON	\$2,733.00	\$2,733.00
10	SYLVANIA	49867 QHE4X32T8/UNVISL-SC		4 LAMP F32T8 UNV VOLT BALLAST	\$15.00	\$150.00
42	PHILIPS	F32T8/ADV/850/ALTO		HIGH LUMEN F32T8 LAMP	\$5.95	\$249.90
				ENERGY OPTIMIZATION INSTANT REBATE		-\$492.00

6 **Total Due:** \$7,640.90

Remit to: XYZ Contractor, 111 HVAC Expert Road, Anytown, MI 48473

Required Information:

- 1** INVOICE NUMBER AND DATE
- 2** VENDOR NAME & ADDRESS
- 3** ITEMIZED LIST OF EQUIPMENT MODEL NUMBER, MANUFACTURER, UNIT PRICE AND QUANTITY
- 4** CUSTOMER NAME AND ADDRESS
- 5** IF INVOICE IS FROM A VENDOR TO A CONTRACTOR, THE CUSTOMER AND/OR ADDRESS WHERE INSTALLATION OR SERVICE WAS PERFORMED SHOULD BE REFERENCED
- 6** TOTAL AMOUNT DUE



SAMPLE INVOICE

If rebate is to be paid directly to your **Customer**, then use an invoice similar to this example:

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Date: 04/22/13

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XYZ HVAC Contractor
111 HVAC Expert Road
Anytown, MI 48473

3

4 **Sold To:**
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Anytown, MI 48473

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5 **Project Name (customer if different from above):**
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42	PHILIPS	F32T8/ADV/850/ALTO		HIGH LUMEN F32T8 LAMP	\$5.95	\$249.90

6 **Total Due:** \$8,132.90

Remit to: XYZ Contractor, 111 HVAC Expert Road, Anytown, MI 48473

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- 6** TOTAL AMOUNT DUE

