

Example Company Name

Your Company Slogan

BID & INVOICE FORMAT

Street Address
City, ST ZIP Code
Phone: Phone Fax: Fax

INVOICE # 100
DATE: DATE

BILL TO:

Customer Name
Street Address
City, ST ZIP Code
Phone: Phone

SERVICE LOCATION:

Customer Name
Street Address
City, ST ZIP Code
Phone: Phone

COMMENTS OR SPECIAL INSTRUCTIONS:

AHRI or similar attached

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	HP Install – MAKE – MODEL – 2 T	xxx.xx	xxx.xx
1	Energy Trust HP Incentive	-xxx.xx	-xxx.xx
1	Critical Home Repair – DESCRIPTION	xx.xx	xx.xx
1	Energy Trust CR Incentive	-xx.xx	-xx.xx
1200	Attic Insulation and Air Sealing – R38	xxx.xx	xxx.xx
1200	Energy Trust Insulation Incentive	-xxx.xx	-xxx.xx
		CUSTOMER TOTAL DUE	xx.xx

THANK YOU FOR YOUR BUSINESS!

Bids and Invoices must include:

- Customer listed as Bill to
- Make and model number of equipment and AHRI certificate, if applicable
- Include line items for each energy efficiency and critical repair measure installed
- Energy Trust Incentives as line items reducing project cost