

Sample Solar, LLC

123 Sample Street
 Portland, OR 97XXX
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SAMPLE INVOICE

Invoice Number:	00001
Invoice Date:	7/31/2026
Residential PowerClerk ID:	xxxx
Installed Date:	6/15/2026

DESCRIPTION	QUANTITY	RATE	AMOUNT
Renewable Energy Measures			
Solar System Cost	1	\$ 13,000.00	\$ 13,000.00
Eletrical Panel Upgrade	1	\$ 5,000.00	\$ 5,000.00
Energy Trust Solar Incentive	1	\$ (6,000.00)	\$ (6,000.00)
PCEF PSAP Solar Incentive	1	\$ (12,000.00)	\$ (12,000.00)
Subtotal Renewable Energy Measures			\$ 18,000.00

Enabling Repair Measures (not included in above)			
Roof clearing	1	\$ 3,000.00	\$ 3,000.00
PCEF PSAP Enabling Repair Incentive	1	\$ (2,000.00)	\$ (2,000.00)
PCEF Energy Friendly Homes Repair Incentive	1	\$ (1,000.00)	\$ (1,000.00)
Subtotal Enabling Repair Measures			\$ 3,000.00

PAYMENT TERMS:			
Payable to xxx	TOTAL	\$	21,000.00
Due in xxx days.	Milestone Incentive Payment	\$	(10,000.00)
	External Funding	\$	(1,000.00)
	Participant Co-funding	\$	-
	Final Amount Due (Energy Trust)	\$	10,000.00
	Final Amount Due (Participant)	\$	-

Guidance for Trade Allies
This sample invoice is provided for instructional purposes only. You may use your own invoice template provided that it meets the requirements outlined in the Trade Ally Guide and this sample.
Invoice Checklist
Meet all invoice requirements, including:
<input checked="" type="checkbox"/> Does NOT include participant name or address
<input checked="" type="checkbox"/> Invoice date and number
<input checked="" type="checkbox"/> Residential PowerClerk ID
Itemized line items for:
<input checked="" type="checkbox"/> Each measure
<input checked="" type="checkbox"/> Each incentive, shown as a discount
<input checked="" type="checkbox"/> External funding, shown as a discount
<input checked="" type="checkbox"/> Milestone payment (if applicable)
<input checked="" type="checkbox"/> Participant Co-funding (should be zero)
<input checked="" type="checkbox"/> Final Amount Due