

# Contractor Invoice Form

# NW DUCTLESS HEAT PUMP PROJECT

Questions for the Installer

The following questions pertain to the ductless heat pump(s) installed. Please print clearly.

Official use only: Customer ID

## Site Information

Date of installation:	Homeowner name:
Contractor company name:	Site address:
Installer name:	Site City/State/Zip code:

## Installation Information

Check here if you have obtained a completed Homeowner Form for this installation:  Yes, I have obtained a completed Homeowner Form.

Total number of outdoor units installed: _____	Total nominal heating capacity of outdoor units installed (Btu/hr): _____	Total number of indoor units installed: _____
Total installed cost, including electrical services (prior to rebate): \$ _____		
Equipment cost: \$ _____	Labor cost: \$ _____	Electrical cost: \$ _____ Other cost: \$ _____

## Detailed Description of System Installed to Serve Main Living Area:

Outdoor unit make:		Outdoor unit model number:		Refrigerant added: _____ lbs _____ oz	
Associated Indoor Units	Model number	Heating capacity (Btu/hr)	Line set length (ft)	Zone square footage (ft)	Zone room description
Indoor unit 1 <i>(in main living area)</i>					
Unit 2 <i>(if installed)</i>					
Unit 3 <i>(if installed)</i>					
Unit 4 <i>(if installed)</i>					

## Description of Additional Outdoor Units (if installed):

	Model number	Capacity	Nominal heating capacity (Btu/hr)	Number of indoor units
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](http://www.nwductless.com)).

Contractor company:

Installer name:	Signature:	Date:
Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Alternative phone:	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell

V2: This form, subject to change, is effective from October 1, 2008 to September 30, 2009

[www.nwductless.com](http://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



NORTHWEST  
 ENERGY EFFICIENCY  
 ALLIANCE

## Terms and Conditions

**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 Project participation and incentive payment, the resident must: (i) have occupied the home for at least the past year and expect to occupy the home for the next two years, (ii) allow their utility to make their billing history available to the Project for up to two years prior to and post installation, (iii) agree to participate in Project and evaluation activities, (iv) be an existing single-family home (4 units or less) (v) use permanently-installed electric resistance heating as primary source of heat. In addition, participating homes cannot: (i) be new construction, (ii) have a fossil fuel central forced-air ducted or hydronic heating systems, nor (iii) have natural gas service to the home.

**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.

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