

# Contractor Invoice Form

To be completed and signed by the General Contractor. All applicable fields are required for approval. Incomplete forms or incorrect reporting will delay approval.

Official Use Only: Project ID

## Homeowner Information

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

## Installation Information

General Contractor Company Name:	Date of Installation:
Distributor Name:	Distributor branch location (City, State):
Retail Partnership: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify retailer and provide Retail Invoice (Home Depot, etc.) _____	
TOTAL installed cost, including: equipment, labor, electrical, tax, permit and other (prior to rebate/discounts): \$ _____	
Equipment cost: \$ _____ Labor cost: \$ _____ Electrical cost: \$ _____ Tax cost: \$ _____ Permit cost: \$ _____ Other cost: \$ _____	
Total # of all outdoor units installed: _____	Total # of all indoor units installed: _____
Which method was used to ensure the DHP functions as the primary heating system? <input type="checkbox"/> Thermostat(s) set back, DHP as primary <input type="checkbox"/> Furnace / zonal heater(s) off at breaker <input type="checkbox"/> Furnace / zonal heater(s) off at thermostat(s) <input type="checkbox"/> Other (please explain): _____	

## Detailed Description of Outdoor Unit #1 Installed to Serve Main Living Area


Manufacturer Name:	Outdoor Unit #1 Model No.:	AHRI Certified Ref#:	HSPF# (Min: 9.0 single-zone & 8.0 multi-zone systems):	Additional refrigerant added to Outdoor unit #1: (over manufacturer's pre-charge): _____ oz.
Indoor unit(s) for Outdoor unit #1	Indoor unit model number(s) for OUTDOOR UNIT #1 ONLY	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, do not include Outdoor Unit #1 data):

ADDITIONAL OUTDOOR UNITS ONLY	Outdoor Unit #2 or 3 Model No.(s)	AHRI Certified Ref#	Number of indoor units	Zone room description(s)
Outdoor unit 2 (if installed)				
Outdoor unit 3 (if installed)				

## General Contractor Signature Release

By signing below, the General Contractor/ installer certifies that this invoice form and all accompanying documents are complete and accurate. The signature certifies that the General Contractor/Installer is licensed, bonded, insured, has been trained by the manufacturer of the installed product and has received NW Ductless Heat Pump Project installer orientation. By signing this, the General Contractor/installer has read and understood the terms and conditions printed on the back of this form and/or Project information on the NW Ductless Heat Pump Project website ([www.goingductless.com](http://www.goingductless.com)).

Who is the best person to contact?	Email contact:
 Signature: <input type="checkbox"/> By checking this box you are providing a signature and agreeing to the above terms.	Employee Name (Installer) & Installing Company/Sub-Contractor:
Phone: ( ) - <input type="checkbox"/> Work <input type="checkbox"/> Cell	Date:
Alternative phone: ( ) - <input type="checkbox"/> Work <input type="checkbox"/> Cell	

- Yes, I have obtained a completed Homeowner Participation Form for this installation.
- Yes, I have included a copy of the job sales invoice for proof of installation.
- Yes, I have installed line hide (and UV tape as needed) on the entire length of exterior, insulated refrigerant lines (For details, see page 2.).
- Yes, I have installed the system in accordance with Manufacturer specifications, and the NW Ductless Heat Pump Project Best Practices, including adherence to proper refrigerant charging.
- Yes, I have all required licenses, registrations, certifications and permits for the work performed at the site address on this form.

This form, subject to change, is effective from October 1, 2015.

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

Return completed form to:

DHP Services

100 SW Main St, Suite 1500 • Portland, OR 97204

Phone 888.958.7472 • E-mail: [DHPServices@clearesult.com](mailto:DHPServices@clearesult.com)

## 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. DHP Services will not be responsible for lost documentation pertaining to the submission of this form. Details, including incentives, are subject to change without prior notice.

**HOMEOWNER ELIGIBILITY:** To be eligible for incentive payment, the home must have permanently installed zonal electric resistance heat as the primary heating system. **EXCEPTION:** In some utility areas single family site built or manufactured homes that have an electric forced air furnace as their primary heating system may qualify. A qualifying home cannot: (i) be under construction (ii) have a fossil fuel central forced air or fossil fuel hydronic heating system, nor (iii) have a ducted heat pump system.

**HOMEOWNER PARTICIPATION:** DHP Services, the NW Ductless Heat Pump Project (Project) and participating utilities may suspend and/or end Applicant's participation at any time, at their sole discretion by notifying the Applicant in writing of the decision or in accordance with requirements.

**SYSTEM ELIGIBILITY:** To be eligible for incentive payment, ductless heat pumps installed 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, (ii) must meet a minimum HSPF rating of 9.00, or higher, for single zone systems, or 8.00 or higher, for multi-zone systems, and (iii) indoor units using any type of field installed duct system are NOT eligible.

**INSTALLER'S RESPONSIBILITY:** It is the responsibility of the installer to fully fill out this form at the time of installation, and to ensure this form has been signed by both the general contractor/installer and homeowner.

**INSTALLER ELIGIBILITY:** Installers must be licensed, bonded and insured, have successfully completed manufacturer sponsored training for equipment being installed, and have completed Project orientation. Installers must be eligible participants in the Project in order for utilities to pay incentives. Ensure installer eligibility with your utility prior to selecting an installer.

**CONTRACTOR REMOVAL:** Non-compliance with installation specifications and/or Quality Assurance Inspections may trigger a performance review of the installation contractor. This review will be conducted by the NW Ductless Heat Pump Project Quality Assurance team. The performance review may result in suspension or permanent removal from participation. Findings of the performance review will be communicated, in writing, to the installation contractor and participating utility along with the terms of suspension or removal.

**VERIFICATION AND INSPECTION:** Participating homes are subject to onsite inspections in order to verify that the system meets Manufacturer specifications, 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 installer. No warranty is implied by this inspection.

**INCENTIVE PAYMENT:** DHP Services, on behalf of participating utilities, will approve utility incentive payment upon receipt of all complete and correct documentation. DHP Services 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.

**TAX LIABILITY:** Neither DHP Services, the Project, utility nor the installer is responsible for any tax liability, which may be imposed on the Participant as a result of payment of any incentives or as a result of obtaining financing.

**DISCLAIMER/NO LIABILITY:** The Participant understands that the DHP Services, the Project, and utilities are not supervising work performed for the Participant and are not responsible for proper completion of that work or proper performance of any products purchased. The Participant assumes the risk of any loss or damage in connection with installation. DHP Services and the Project do not guarantee any particular energy savings results by its approval of the installation.

**ENDORSEMENT:** DHP Services and the Project do not endorse any particular manufacturer, installer, or product in promoting ductless heating and cooling systems. The fact that the names of particular manufacturers, installers, or products may appear on DHP Services or Project materials does not constitute an endorsement. Manufacturers, installers, or products not mentioned are not implied to be unsuitable or defective in any way.

**SAFETY AND BUILDING CODES:** The Participant agrees to pursue compliance with federal, state, and local building and environmental codes for the installation of this product. The installer certifies products have been installed consistent with manufacturer instructions.

**PROPERTY RIGHTS:** The Participant must have proper authority to install the ductless system on the designated property, or has obtained any necessary consent from the landlord.

**ACCESS AND EVALUATION:** DHP Services and the Project and its representatives may request access to the property on which the system was installed to review and evaluate the system during and after installation. The Participant agrees to provide reasonable access to the property for the purposes described herein. In addition, the Northwest Energy Efficiency Alliance and its representatives may contact the participant for future research and program participation.

**REFRIGERANT LINE PROTECTION:** Protect the outdoor portion of the line set with rigid line hide to avoid premature insulation damage. Add UV tape as needed to ensure entire length is protected.

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