



# NW DUCTLESS HEAT PUMP PROJECT

## Ductless Heat Pump Program Contractor Invoice Form

To be completed by the installation contractor. All applicable fields are required to be completed for approval. Incomplete forms or incorrect reporting will delay approval.

|                                |      |
|--------------------------------|------|
| Official use only: Customer ID |      |
| SUB Final Approval _____       | Date |
| City Permit Number             |      |

### Homeowner and Contractor Information

|                                  |                          |                           |
|----------------------------------|--------------------------|---------------------------|
| Homeowner name:                  | Date of installation:    |                           |
| Site address:                    | Contractor company name: |                           |
| Site City/County/State/Zip code: | Contractor contact name: | Contractor contact email: |

### Installation Information

|   |   |   |
|---|---|---|
| Check here if you have obtained a completed Homeowner Participation Form for this installation: <input type="checkbox"/> Yes, I have obtained a completed Homeowner Participation Form. |   |   |
| Check here if you have included a copy of the job sales invoice for proof of installation: <input type="checkbox"/> Yes, I have included a copy of the job sales invoice.               |   |   |
| Total number of outdoor units installed: _____  | Total nominal heating capacity of outdoor units installed (Btu/hr): _____ | Total number of indoor units installed: _____ |
| Distributor name:   | Branch location:  |   |
| Total installed cost, including electrical services (prior to rebate): \$ _____ Contractor Invoice #: _____   |   |   |
| Equipment cost: \$ _____ Labor cost: \$ _____ Electrical cost: \$ _____ Permit cost: \$ _____ Other cost: \$ _____  |   |   |

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

| Outdoor unit manufacturer:                    | Outdoor unit model number: | Refrigerant added: _____ oz<br>(over manufacturer's pre-charge) |                                |                          |                       |
|---|----------------------------|---|--------------------------------|--------------------------|-----------------------|
| Associated Indoor Units                       | Indoor model number        | Heating capacity (Btu/hr)                                       | Installed line set length (ft) | Zone square footage (ft) | Zone room description |
| Indoor unit 1<br><i>(in main living area)</i> |                            |   |                                |                          |                       |
| Unit 2<br><i>(if installed)</i>               |                            |   |                                |                          |                       |
| Unit 3<br><i>(if installed)</i>               |                            |   |                                |                          |                       |
| Unit 4<br><i>(if installed)</i>               |                            |   |                                |                          |                       |

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

|                                      | Model number | Number of indoor units | Nominal heating capacity (Btu/hr) | Zone room description |
|--------------------------------------|--------------|------------------------|-----------------------------------|-----------------------|
| Outdoor Unit 2 <i>(if installed)</i> |              |                        |                                   |                       |
| Outdoor Unit 3 <i>(if installed)</i> |              |                        |                                   |                       |

### 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 received project contractor orientation and that the installer has been successfully trained by the manufacturer of the installed product. 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)).

|  |  |       |
|--|--|-------|
| Date the Installer has successfully completed manufacturer's training for the installed equipment: _____ |  |       |
| Installer name:  | Contractor/Authorized Signature:   |       |
| Phone: <input type="checkbox"/> Work <input type="checkbox"/> Cell<br>( ) -                              | Alternative phone: <input type="checkbox"/> Fax <input type="checkbox"/> Work <input type="checkbox"/> Cell<br>( ) - | Date: |

Return completed form to:

**SPRINGFIELD UTILITY BOARD**  
223 A Street, Suite B • Springfield, OR 97477  
Phone 541.746.0963 • Fax 541.744.3654

**Northwest Ductless Heat Pump Project**  
517 SW 4th Ave, Suite 400 • Portland, OR 97204  
Phone 503.808.9003 • Fax 503.808.9004

## 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") and SUB Ductless Heat Pump Program ("the Program") 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 Program participation and incentive payment, the resident must: (i) allow SUB to make their billing history available to the Project for up to two years prior to and two years post installation, (ii) agree to participate in Project and evaluation activities, (iii) be an existing single-family home (four (4) dwelling units or LESS), (v) use permanently-installed electric resistance heating as primary source of heat and have the system installed throughout the house. In addition, participating homes CANNOT (i) be new construction, (ii) have fossil fuel central forced-air ducted systems or fossil fuel hydronic heating systems, have ducted heat pump systems, (iii) share its electrical meter with another dwelling unit, nor (iv) have a temporary foundation.

**SYSTEM ELIGIBILITY:** To be eligible for incentive payment, ductless heat pumps installed as part of the Program and 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 manufacturer sponsored training for equipment being installed and the Project orientation.

**VERIFICATION AND INSPECTION:** Participating homes are subject to onsite inspections in order to verify that the system meets Program and Project standards and that the home meets Program Eligibility Requirements. 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:** SUB will approve utility incentive payment upon verification the system installation has met all Program and Project requirements. The Project will be provided a copy of all complete and correct documentation. One incentive per residence is available regardless of the number of units installed in the home.

**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 Program and 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 Participant shall confirm documents with a facsimile transmitted signature or a scanned signature by providing the original document.

**TAX LIABILITY:** Neither Springfield Utility Board, the Project nor the contractor 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 neither Springfield Utility Board nor the Project is supervising work performed for the Participant and is 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. The Program and the Project do not guarantee any particular energy savings results by its approval of the installation.

**ENDORSEMENT:** Neither the Program nor the Project 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 Participant 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.

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

**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. The Participant agrees to provide reasonable access to the property for the purposes described herein. In addition, the Project may contact the participant for survey participation and project feedback.

**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.

**V2.5 (09/01/09):** This form, subject to change, is effective from September 01, 2009 for the duration of Program.

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

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