

# Bulk project windows and doors invoice requirements

Your window and door invoice needs to have all the information identified below in order to meet the program documentation requirements.



Key components typically omitted which can delay rebates of the bulk invoice requirements are 7A, 7B and manufacturer's labels. Ensure windows/doors are identified by total project numbers, preferably by install address, and include model #/Certification—(NRCAN reference #, CSA #) for documentation and audit purposes and include manufacturer's label. **Alternatively, the supplemental project window and door summary spreadsheet can be used.**

## Sample Invoice



The Window & Door Company  
123 Main Street Vancouver, BC V2M 4L8  
1 (866) 875-2736  
hello@wdc.com

PO #: 112100  
GST 123456789 RT 0001

INSTALLATION ADDRESS

Indigenous Community Name  
Mailing address  
City/Town, B.C.  
Postal Code

INVOICE DATE	PLEASE PAY	DUE DATE
02/01/2020	\$11,130.00	02/01/2020

DESCRIPTION	HRS/QTY	RATE	SUBTOTAL
Supply and replace 13 windows: Window Manufacturer: Super Efficient Glass Ltd. Window Model: SEG-2000 Series Certified By: RCB (Recognized Certifying Body) Reference Number: NRO000-00000001-ES Window Specs: triple glazed, argon fill, insulated spacer, U-factor 1.2 W/m <sup>2</sup> -K Energy performance labels for each window provided to homeowner.	13	\$730.00	\$9,490.00
Supply and replace 2 exterior doors: Door Manufacturer: Super Door Company Door Model: 1/2 Lite Series Certified By: RCB (Recognized Certifying Body) Reference Number: NRO000-00000001-ES Door Specs: U-Factor 1.2 W/m <sup>2</sup> -K Energy performance labels for each door provided to homeowner.	2	\$1,200.00	\$2,400.00



SUBTOTAL	\$11,890.00
GST (5%)	\$594.50
TOTAL	\$12,484.50

- Contractor's company name & address
- Contractor's contact information
- Invoice number & contractor GST number
- Invoice date
- Indigenous community name
- Description of work, number of windows & doors installed
- Certification of each window and door including:
  - NRCAN reference numbers or Certified Products Directory (CPD) number provided by one of the following certifying bodies:
    - Canadian Standards Association (CSA);
    - Intertek Canada (Intertek);
    - Labtest Certification (LC);
    - QAI Laboratories (QAI); or
    - National Fenestration Ratings Council (NFRC), and
  - Metric U-Factor rating (W/m<sup>2</sup>-K) of each window and door
- Cost (including labour)
- Proof of payment or payment plan (e.g. PAID stamp)

This document was developed to explain program invoice requirements. It is not an official rebate program document. All pricing and energy efficiency upgrade information is provided for example purposes only and does not represent a typical price or a recommended product. We accept no liability for any incomplete, inaccurate, or out of date information displayed.

For a complete list of current rebate amounts, product eligibility, documentation requirements, and terms and conditions, visit [bchydro.com/homerebates](http://bchydro.com/homerebates).



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DO NOT REMOVE UNTIL FINAL INSPECTION/NE PAS RETIRER AVANT L'INSPECTION FINALE

**Energy Performance Ratings**  
**Évaluation des propriétés énergétiques**

**1** U-Factor  
Facteur-U  
**1.10**  
W/m<sup>2</sup>·K

Solar Heat Gain Coefficient  
Coefficient de gain de chaleur solaire  
**0.35**

Energy Rating  
Rendement énergétique  
**36**

Visual Transmittance  
Transmission visible  
**0.53**

**Window Company Ltd.**

**2** Triple X Operable Casement  
Vinyl frame, triple glaze, Low-e coating (e=0.022, S3, S5)  
Krypton/air filled (both cavities), Grills <=13mm

**3** WCTXCAP0.022G



Energy performance and visual transmittance ratings certified to **CSA A440.2-14**. Ratings are determined for a fixed set of environmental conditions and a specific product. Certification agency does not recommend or warrant product for any specific use.

Les taux de performance énergétique et de transmission visible sont certifiés **CSA A440.2-14**. Les taux sont déterminés selon une série de conditions environnementales fixes et une taille de produit particulière. L'agence de certification ne recommande ni ne garantit le produit aux fins d'utilisation particulière.

## Tier 2 sample manufacturer's label

### THE LABEL MUST HAVE:

- 1** U-Factor number
- 2** Manufacturer model code/number, or
- 3** Natural Resources Canada reference number or a Certified Products Directory (CPD) number, plus
- 4** Certified mark—label must have a certified mark from either
  - ☐ Canadian Standards Association (CSA)
  - ☐ Intertek Canada
  - ☐ Labtest Certification (LC)
  - ☐ QAI Laboratories, or
  - ☐ National Fenestration Ratings Council (NFRC)