


CleanBC invoice requirements

Your invoice needs to have all the information identified below in order to meet the program documentation requirements. Without the items below, your project payments may be delayed

Sample Invoice



The Company **1**
123 Main Street Vancouver, BC V2M 4L8
1 (866) 875-2736
hello@wdc.com **2**

INVOICE #: 112100 **3**
GST 123456789 RT 0001

BCH-O1234 **7**

5 PROJECT/SITE ADDRESS

Mailing address
City/Town, B.C.
Postal Code

| INVOICE DATE | PLEASE PAY | DUE DATE |
|---------------------|------------|------------|
| 4 02/01/2023 | \$4,725.00 | 02/01/2023 |

| DESCRIPTION | HRS/QTY | SUBTOTAL |
|---|---------|------------|
| Consulting services Professional services rendered for Site name(s): Site Address(es) | 1 | \$4,500.00 |

9 PAID

| | |
|----------|---------------------|
| SUBTOTAL | \$4,500.00 |
| GST (5%) | \$225.00 |
| TOTAL | \$4,725.00 8 |

- 1** Contractor's company name and address
- 2** Contractor's contact information
- 3** Invoice number and contractor GST number
- 4** Invoice date on or after the application submission date
- 5** Project or site address
- 6** Description of work
 - a** Energy Study Invoices (i.e. project management, engineering, reporting, CleanBC workbook)
 - b** Equipment Invoices (i.e. cost of equipment, part numbers, quantities, other expenses)
- 7** BC Hydro Project # (example: BCH-O1234)
- 8** Cost (including labour) include subtotal, tax amounts and final total
- 9** Proof of payment or payment plan (e.g. PAID stamp). For proof of payment, a copy of payment confirmation from the AP Department, a signed paid stamp on the invoice or an email from the customer/contractor confirming full payment is adequate.

*Progress Draws—If you received multiple progress draws or invoices, submit the first and final invoices, along with final proof of payment.

- 10** Invoice Spreadsheet (Schedule C)—a sample of the invoice spreadsheet is attached for reference purposes only. Do not submit the sample copy but include an excel version when reconciling invoice information.

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 We accept no liability for any incomplete, inaccurate, or out of date information displayed.

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