

# Appendix G – Invoice Template, Incentive-Only Projects

Contractors may use any invoice format as long as required items are included. **All items are required except those in grey.**

**CONTRACTOR INFO:**

[Company Name]  
 [Street Address]  
 [City, ST, Zip Code]  
 [Phone]  
 [Email]

*Find the order number  
 in emails from  
 advancedenergycenter  
 @sonomacleanpower.  
 org*

**INVOICE INFO:**

[Invoice #]  
 [Invoice Date]

**INVOICE TO:**

[Customer Name]  
 [Street Address]  
 [City, ST, Zip  
 Code]  
 [Phone]

**INSTALL SITE:**

*If different from invoice*  
 [SCP Customer Name]  
 [Street Address]  
 [City, ST, Zip Code]

**PAYMENT TERMS:**

[Terms]

**DUE DATE:**

[Invoice due date]

*Installation/labor is  
 flexible and can be  
 used to incorporate  
 product or general  
 contractor mark ups.*

ORDER #	MAKE	MODEL #	UNIT PRICE	CARE/FERA INCENTIVE	BAYREN HOME+ REBATE	VENDOR INCENTIVE	SCP INCENTIVE	INSTALLATION/ LABOR	LINE TOTAL
<b>Order #</b>	<b>Text</b>	<b>Product</b>	<b>\$Amount</b>	<b>\$Amount</b>	<b>\$Amount</b>	<b>\$Amount</b>	<b>\$Amount</b>	<b>\$Amount</b>	<b>\$Amount</b>
<b>Order #</b>	<b>Text</b>	<b>Product</b>	<b>\$Amount</b>	<b>\$Amount</b>	<b>\$Amount</b>	<b>\$Amount</b>	<b>\$Amount</b>	<b>\$Amount</b>	<b>\$Amount</b>

Total Incentives	
Subtotal	
Sales Tax	
<b>Total Due</b>	