

POWER SMART EXPRESS INVOICE CHECKLIST

Invoices and supporting documentation must be submitted to BC Hydro within **10 business days** after a project is declared in order for your incentive to be received in a timely manner.

Invoices must be legible and include the following information:

INVOICE

ABC Electrical Company
123 Main Street
Vancouver, BC V5H 4T8
GST # 987654321

August 1, 2014 **1**

Sold to:
Customer X
987 A Street
Burnaby, BC V1T 6F8

Ship to: **2**
Customer X
987 A Street
Burnaby, BC V1T 6F8

Re: PSPX140000 **3**

QTY 4	MODEL NUMBER 5	DESCRIPTION 6	UNIT PRICE	TOTAL PRICE
10	IOPA4P32LWSC	4 lamp T8 high efficiency ballast	\$19.95	\$199.50
40	F028/841XPLSSECO	4' 28W T8 SuperSaver lamps	\$3.95	\$158.00
2	LED exit sign		\$45.00	\$90.00
15	LED10DP30S830/20	LED Par30 dimmable	\$50.00	\$750.00
5	LED7W OMNI	7W LED A19 dimmable	\$20.00	\$100.00
		Labour 7		\$2,000.00
			Subtotal	\$3,297.50
			GST (5%) 8	\$164.88
		Electric permit		\$100.00
		Eco Fees		\$25.00
			Total	\$3,587.38 9

- 1 Date the invoice was generated.
- 2 Address of where the project took place.
- 3 Power Smart Express application number.
- 4 Quantity of the product installed.
- 5 Model number of the product installed. Only model numbers listed in eCatalog for a qualifying retrofit configuration will be accepted.
- 6 Detailed description of the product installed.
- 7 Labour costs, including internal labour if applicable.
- 8 GST listed as a separate line item.
- 9 Total cost of the project. This includes materials, labour, permits, etc.

If there are products on the invoice that are not related to your project, you must clearly identify the products that you have declared in your application.

Invoice and supporting documentation can be sent to BC Hydro via:

Email: pspx.invoices@bchydro.com

Mail: Power Smart Express Invoicing
c/o BC Hydro Power Smart Operations
300 - 333 Dunsmuir
Vancouver, BC V6B 5R3

CONTACT US

If you have any questions or comments about Power Smart Express, please visit bchydro.com/express, call 604 522 4713 (in the Lower Mainland) or 1 866 522 4713 (toll free).