


# EV Charger invoice requirements

## Multi-unit residential buildings

Your EV Charger invoice needs to have all the information identified below in order to meet the documentation requirements for the application for rebates.




**Contractor's Company Name** 3  
 Contractor's Street Address  
 City, Province  
 Postal Code  
 Phone  
 Email

**TO: Applicant's name** 1  
 Site Address  
 Street Address 2  
 City, Province  
 Postal Code  
 Phone

4 Invoice # XXXXX  
 5 Date: MM/DD/YYYY

QTY	Description	Unit price	Line total
4	<b>Equipment / materials</b> 6 a Model number: ChargePoint Home Flex	\$XXX.XX	\$XX.XX
1	<b>Site assessment &amp; permit application</b> 6 b Electrical permit application & final city inspection	\$XXX.XX	\$XX.XX
1	<b>Equipment sales, installation, and labour for EV Ready infrastructure work</b> 6 c - Supply and install an EV panel in the electrical room - Supply and install 20 x 40 AMP breakers on the EV electrical panel - From the EV panel, install all conduit and wires to Junction boxes within five meters of any stall to be made EV Ready - Install distribution junction boxes - X-Ray & core out of the electrical room - Labour	\$XXX.XX	\$XX.XX
4	<b>Equipment sales, installation, and labour for EV charger work</b> 6 d - From EV Ready junction box add conduit and cable as necessary to final charger location - Mount EV Charger in desired location - Labour and materials exclusive of EV charger purchase (shown on separate line).	\$XXX.XX	\$XX.XX
6 e SUBTOTAL			
GST			
PST			
<b>TOTAL</b>			

 7

**THANK YOU FOR YOUR BUSINESS**

- Invoice must display**

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  - 1 Applicant's name
  - 2 Site address
  - 3 Contractors' Company name, address and contact information
  - 4 Show as an invoice and not a quote
  - 5 Invoice date
  - 6 Separate line item for:
    - a. Charger make/model# and cost (if supplied by contractor)
    - b. Permit costs
    - c. Equipment sales, installation and labor costs for EV Ready infrastructure work
    - d. Equipment sales, installation and labor costs for EV charger work
    - e. Subtotal before taxes
  - 7 Proof of payment (e.g. PAID stamp)

6 b,c,d are all installation costs

This document was developed to explain program invoice requirements. It is not an official rebate program document. All pricing and EV 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 [electricvehicles.bchydro.com/incentives/charger-rebates](http://electricvehicles.bchydro.com/incentives/charger-rebates).

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