

## TAME Express Invoice Requirements

This document has been developed to ensure that the invoice provided from a lighting vendor to municipalities for a TAME Express project contains all the necessary information for the Municipal Climate Change Action Centre (MCCAC) to be able to quickly and effectively verify authenticity. Proper use of this document also maintains that the MCCAC receives the necessary data to approve the project with accurate rebate rates.

To ensure that all invoices are received in the required format for review by the MCCAC, it is recommended that participants provide a copy of the TAME Express Invoice Requirements to all vendors and contractors associated with the project as early as possible. This document is not a replacement for the official invoice provided by the lighting vendor, rather it is intended to help shape it.

To avoid unnecessary delays to your application, please ensure your invoice contains the information outlined below for each TAME Express measure:

1. **Quantity of product(s)**
2. **Manufacturer name**
3. **Model number**
4. **Measure category and variant**
5. **Rated power (watts)**
6. **Product certification**
7. **Material cost per unit**
8. **Labour as a separate line item, if applicable**

### Sample Invoice Template

		<b>Date:</b>	<u>(Date)</u>
		<b>Invoice #:</b>	<u>(Number)</u>
<b>Vendor:</b> (Name) (Company Name) (Street Address) (City, Province, Postal Code) (Phone)	<b>Sold to:</b> (Name) (Company Name) (Street Address) (City, Province, Postal Code) (Phone)		
Quantity	Description	Unit Price	Net Amount
10	Manufacturer: XXXXXXXXXXXX Model #: XXXXXXXXXXXX Measure category and variant: LED Directional Lamps, <10 watts Rated power: 9 W Product certification: CSA, CUL Certified	\$18.00	\$180.00
N/A	Labour	\$250.00	\$250.00
		<b>Subtotal</b>	\$430.00
		<b>GST</b>	\$21.50
		<b>Total Due</b>	\$451.50