



Sample Invoice

A project invoice is an important piece of a final application for incentives. Our program team verifies that the items on an invoice match the measures on the final application. An invoice that includes the key information highlighted below will assist our team in quickly reviewing and approving your final application for payment.

INVOICE

INVOICE DATE AND NUMBER
Date: 1/1/2023
Invoice # 00001

PROVIDER NAME AND ADDRESS

XYZ Electrical Co.
12345 Electrical Rd.
Energytown, MI 12345
(123) 456-7890

To

CUSTOMER NAME AND ADDRESS

Joe Lighting
12345 First St.
Energytown, MI 12345
(123) 444-5678

Ship To

Joe Lighting
12345 First St.
Energytown, MI 12345
(123) 444-5678

INCLUDE JOB SITE INFORMATION (NAME & ADDRESS) IF DIFFERENT FROM ABOVE

QUANTITY SHIPPED	MANUFACTURER OR BRAND	MODEL #	DESCRIPTION	EXTENDED PRICE
10	Green Creative	16.5A21/840/277V/R	16.5 W E26 Medium Base LED	\$120.00
10	Sylvania	LED9.5T8L48FG841BF	3-4' 9.5W Sylvania LED	\$1,500.00
25	Wisdom Light	WSD-CP 45W 27-50K-D-M	45W LED Slim Canopy Light	\$3,725.00
2	Cost Less Lighting	11-SOVS-WH-MV	Occupancy Sensor	\$100.00
8	Sylvania	LED12T8/L36/FG/830/BF	1-3' 12W Sylvania LED	\$1,250.00
2	Wisdom Light	WSD-WP02W27-xxK-P	20W LED Wall Pack Light	\$800.00

	INCLUDE ITEM COST	
Subtotal		\$7,495.00
Sales Tax		\$449.70
Total		\$7,944.70

SPECIFY THE QUANTITY FOR EACH

INCLUDE A DETAILED DESCRIPTION

TOTAL AMOUNT DUE

IDENTIFY MANUFACTURER AND MODEL NUMBERS