



REBATE CHECKLIST

Do you have CLIENT & HOST CUSTOMER INFORMATION?

Client / Job Name: _____

Name on UTILITY BILL: _____

Site Contact Name/Title: _____

Project Address: _____

City: _____ Zip Code: _____

Phone / Cell: (____) _____

Email: _____

Type of Business (ex. Office, Industrial, etc) _____

What Date will the Installation Start:

What Date will the Project Completed:

Payee Information: Who should the check be payable to?

ex. Host Customer, Contractor or 3rd Party

Square Footage _____

Have you provided the PROJECT DOCUMENTS below:

COPY OF CURRENT UTILITY BILL:

COPY OF PROJECT PROPOSAL:

COPY OF SPEC SHEETS:

SIGNED W9 FORM:

(For payee)

LAYOUT / DRAWING:

(Optional)

