

**SAMPLE HEATING, COOLING & VENTILATION INVOICE**

**1** **Invoice #:** 00001  
**Date:** 04/22/09

**4** **Sold To:**  
John Q. Sample Corporation  
123 Save Energy Way  
Anytown, WI 53590

**2** **Installing Contractor:**  
XYZ HVAC Contractor  
111 HVAC Expert Road  
Anytown, WI 53523

**Ship To:**  
John Q. Sample Corporation  
123 Save Energy Way  
Anytown, WI 53590

**3**

**5** **Project Name (customer if different from above):**  
WI EnergySaver, Inc.

Quantity	Manufacturer/ Model #	Item Description	Serial #	Cost
1	TRANE/ G71PP- 60D135	Gas Furnace with programmable thermostat, variable gas value and a variable DC blower. Includes air filter, transitions, venting with PVC and installation.	3395739	\$4,685
1	RENEWAIRE/ 86PICD	Indoor unit/vertical indoor ERV	1080919	\$2,370
1	BURNHAM/ ALP285	Alpine 285 Nat. gas boiler	9982563	\$5,000
1	TRANE/ YHCO36E HA005M	Rooftop A/C 3 Ton	83810275	\$2,733

**6** **Total Due:** \$14,788

**Remit to:** XYZ HVAC Contractor, 111 HVAC Expert Road, Anytown, WI 53523

Required Information:

- 1** INVOICE NUMBER AND DATE
- 2** VENDOR NAME & ADDRESS
- 3** ITEMIZED LIST OF EQUIPMENT MAKE, MANUFACTURER, SERIAL NUMBER, UNIT PRICE AND QUANTITY
- 4** CUSTOMER NAME AND ADDRESS
- 5** IF INVOICE IS FROM A VENDOR TO A CONTRACTOR, THE CUSTOMER AND/OR ADDRESS WHERE INSTALLATION OR SERVICE WAS PERFORMED SHOULD BE REFERENCED
- 6** TOTAL AMOUNT DUE