


# INSULATION AND AIR SEALING REBATES

## Sample Invoice



### Invoice example:

**XYZ Insulation**

**1**  
**INVOICE**  
**XYZ Contractor**  
1213 Expert Road  
Anytown, WI 53523  
P: 608.222.5678  
F: 608.555.1234

**2**  
**Invoice #:** 01358  
**Account #:** JD12511  
**Invoice date:** 01/01/26  
**Install date:** 01/01/26

**3**  
**Bill to:** **John Doe**  
725 Park Drive  
East Anytown, WI 53703

**4**  
**Installed address:** **John Doe**  
725 Park Drive  
East Anytown, WI 53703

<b>5</b> Item description	Cost
Air seal attic penetrations and recessed lights	
Add 8" of cellulose insulation to attic	
Foam sills and add insulation	
<b>Subtotal</b>	<b>\$3,800</b>
<b>6</b> Focus on Energy Instant Discount	<b>-\$1,300</b>
	<b>\$2,500</b>
<b>7</b> <b>Balance due</b>	<b>\$2,500</b>

**Please pay from invoice. We appreciate your business!**

**8**  
Payment due upon receipt of invoice  
1.5% per month interest charge on all past-due accounts

### Required Information

1. Trade Ally contractor company name, address, and contact information. Be sure this information is accurate in order to receive timely payment from FOCUS ON ENERGY®.
2. Invoice number, date, and installation date.
3. Customer name and address.
4. If invoice is to a general contractor, reference the customer name and address where the installation or service was performed.
5. Itemized list of improvements. Please note that the pricing does not have to be itemized.
6. If Trade Ally contractor is offering the customer the rebate as an instant discount, it must be noted as Focus on Energy Instant Discount on the invoice.
7. Total amount due. Subtotal needed if Instant Discount given to show deduction.
8. Payment terms or paid in full stamp.

Questions? Contact us at **800.762.7077**  
or email **homeperformance@focusonenergy.com**.

#### REDUCING ENERGY WASTE ACROSS WISCONSIN

Focus on Energy, Wisconsin utilities' statewide program for energy efficiency and renewable energy, helps eligible residents and businesses save energy, and money while protecting the environment. Focus on Energy information, resources, and financial incentives help to implement energy efficiency, and renewable energy projects that otherwise would not be completed.

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