



Heat Pump Purchase Program

Final Invoice Requirements

A complete [Heat Pump Purchase Program](#) application submitted will require an upload of a final invoice. Final invoices need to include the following information:

- Name of customer
- Address where the heat pump will be located
- Eligible costs for the purchase of the heat pump (separated from installation and labor costs)
- Heat pump model information
- Department incentive
- Amount of other incentives (if applicable)
- Net cost to customer (remaining costs not covered by incentive(s))
- The following Invoice statements:
 - *This invoice documents incentive(s) issued through the Heat Pump Purchase Program, with funds provided Section 60114 of the 2022 Inflation Reduction Act. This invoice serves as sufficient documentation for accounting records and no further reporting is required of the program beneficiary. The installing contractor and customer agree that incentive amount on this invoice is an incentive for the heat pump(s) included herein and purchased by the customer, who has title to the equipment. Costs associated with the equipment are based on market rates that are consistently applied regardless of funding source.*
 - The beneficiary (homeowner, building owner or developer) of the HP3 incentive has not been excluded, disbarred, or disqualified from receiving federal payments.*
- Signature of contractor and customer

**Example Invoice with
HP3 Invoice
Requirements:**



**Oregon Sunshine
Heat Pumps**

Invoice #: 12345

Invoice Date: 7/1/2025

Customer Name:

Project Address:

Project Address: 111 Rickreall Rd
Rickreall, Oregon 97371

Bill To: Rick Reall

111 Rickreall Rd
Rickreall, Oregon 97371

**Heat Pump Cost
Separated from
Installation and
Other Costs:**

**Heat Pump Brand
and Model
Number:**

Item:	Description	Quantity	Unit Price	Total Price
Heat Pump	Brand: US Heat Pumps Model #: 12-345	1	\$4,000	\$4,000
Installation	Heat Pump Installation	8	\$100/hour	\$ 800
Electric Panel	Electric Panel Upgrade	1	\$2000	\$2,000

HP3 Incentive:

HP3 Incentive

- \$2,000

Other Incentives:

Utility Incentive

- \$1,000

Amount Due

\$3,800

**Required Text
(Must be included
word for word):**

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The beneficiary (homeowner, building owner or developer) of the HP3 incentive has not been excluded, disbarred, or disqualified from receiving federal payments.

**Contractor Signature
and Date:**

Contractor Signature: Sun Shine

Date: 8/1/2025

**Customer Signature
And Date:**

Customer Signature: Rick Reall

Date: 8/1/2025