



# 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 as an upfront reduction in the final cost paid by the customer.
- Amount of other incentives (if applicable)
- Net cost to customer (remaining costs not covered by incentive(s))
- The following Invoice statement:
  - *This invoice documents incentive(s) issued through the Heat Pump Purchase Program, with funds provided through 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:**

**HP3 Incentive:**

**Other Incentives:**

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

**Contractor Signature  
and Date:**

**Customer Signature  
And Date:**

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			-\$2,000
	Utility Incentive			-\$1,000

**Amount Due** **\$3,800**

*This invoice documents incentive(s) issued through the Heat Pump Purchase Program, with funds provided through 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.*

**Contractor Signature:** *Sun Shine*

**Date:** 8/1/2025

**Customer Signature:** *Rick Reall*

**Date:** 8/1/2025