

Quote Requirements

A quote from your distributor, retailer and/or contractor is required to complete your application. To avoid unnecessary delays to your application, the submitted quotes must contain the information outlined below.

- Company name, civic address and phone number of contractors.
- Property address.
- Manufacturer, make and model number of product(s) being installed.
- Quantity of each item.
- Installation location of each item.
- Itemized material costs.
- Itemized labour costs.
- Insulation quotes must include the R value of existing insulation, R value, type and depth of added insulation, description of specific location and square footage of the area where insulation is to be applied.
- Window and door quotes will require a window schedule showing the efficiency specifications of each type of product.
- All recommended heat pumps must be a certified pair, and be on the NEEP Approved Heat Pump list found here: <https://neep.org/heating-electrification/ccashp-specification-product-list>

Note: Email or text quotes cannot be accepted.

Sample Quote

Contractor Information:		Installation Address	Date: _____
(Company Name) _____		123 Main Street, Town	Quote#: _____
(Contact Name) _____			
Email: _____			
Phone: _____			

Quantity	Description	Unit Price	Net Amount
1	Manufacturer: ABC Heat Pump Outdoor Model: AABBC-HP1122 Indoor Model: ABC-HP1234 AHRI# (Ducted Heat Pumps Only): 1234567	\$3,000.00	\$3,000.00
1	Labour for heat pump install & electrical	\$250.00	\$250.00
1	Labour to replace 4 x existing windows with new, Energy Star rate (Zone 2) windows with a minimum Energy Rating of 34	\$1,620.00	\$1,620.00
4	Materials for 4 Energy Star rate (Zone 2) windows with a minimum Energy Rating of 34	\$255.00	\$1,020.00
1	Supply and install 4" cellulose to front and back attic to achieve R-40. Existing insulation R-value is R-10. Total square footage: 952 sq ft. Insulate 2 hatches & build 2 dams. Attic is well vented.	\$6,000.00	\$6,000.00
		Subtotal	\$5,890.00
		HST	\$883.50
		Total Due	\$6,773.50