



# Pool Pump Purchase and/or Installation Invoice Breakdown

## **1** Section 1: Company Information

- The invoice must list the Company Name/Proprietor Name, address, and phone number

## **2** Section 2: Installation Address

- The invoice must list the address where the pool pump was installed, regardless of billing/mailling address or to whom the invoice is billed.

## **3** Section 3: Variable Speed or Variable Flow Pool Pump Purchase & Installation

- The invoice must provide the Pool Pump Manufacturer and Model Number
- Costs for purchase and installation must be shown either as separate line items or as a bundled price

## **4** Section 4: Only if hiring a contractor, submit an Installation Invoice with info on the Variable Speed or Variable Flow Pool Pump Installer

- Note: An installation contract is required if hiring a contractor

## **5** Section 5: Purchase Date

- The invoice must show the purchase date

## **6** Section 6: Balance Due

- The invoice must reflect a total amount paid preferably with the payment method listed. An invoice that is stamped paid is acceptable also