



SMALL BUSINESS LIGHTING ** 2010.3a
Rebate Pre-approval Form**

Rate Schedule 24 & 08 Facilities Only

All Projects Must Be Pre-approved Prior To Commencement Of Work!

Please Note:

All 4' T8 lamps and Electronic Ballasts, including lamps and ballasts contained within a new fluorescent lighting fixture, proposed for installation on this project shall be designated as "High Performance" or "Reduced Wattage" by the Consortium for Energy Efficiency (CEE). Lists of all "Qualifying" lamps and ballasts can be found on CEE's website at: <http://www.cee1.org/com/com-lt/com-lt-main.php3>

Puget Sound Energy
Commercial Energy Efficiency Program

PSE Use Only

Date

Project / Facility Information			
Project Name:		Electric Meter or Account #:	
Project Address:	(Please include: Address, Suite, City, State and Zip) 		
On-site Contact - Name & Title:		Phone #:	Email Address:
Hours of Operation:	Will building permit or major remodel be part of this project?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
Project Comments: 			
Customer Information	<input checked="" type="checkbox"/> Check here if Customer Info is the same as Project Info and skip to next section.		
Electric Customer's Name:			
Complete Mailing Address: (Please include: Address, Suite, City, State and Zip)			
Contact Name:	Phone #:	Fax #: 	
Email Address: (for customer pre-approval notification) 			
Send PSE pre-approval letter to:	Name: 	Address: 	
Installation Information			
Project materials to be installed by (check one box):	Lighting / Electrical Contractor: <input checked="" type="checkbox"/>	In-house Personnel:	<input type="checkbox"/>
Contractor/Vendor's business name:	Metro Group, LLC	Contact Name:	Phone #: 800-757-3469
Contractor's Email Address: (for pre-approval notification)	info@ezmetro.com		
Disposal of hazardous lighting waste will be performed by:	Contractor <input checked="" type="checkbox"/>	Vendor <input type="checkbox"/>	Customer <input type="checkbox"/>
Proof of proper lighting waste disposal shall include both the PSE Lighting Waste Disposal Form AND either a Certificate of Disposal, Bill Of Lading or a receipt of disposal expense will be accepted if the pre-printed Logo and Name of the Government Approved Hazardous Waste Facility is clearly visible.			
Total Rebate Amount, Pages 3 & 4:	\$0	#DIV/0!	Estimated Annual kWh Saved, Pages 3 & 4: 0
			8/30/10
Rebate Check Recipient			
**Check to be sent to:	Contractor <input checked="" type="checkbox"/>	Vendor <input type="checkbox"/>	(PSE's "Assignment of Funds" form is required), or Customer <input type="checkbox"/>
Rebate check payee (Name on account for check deposit):	Metro Group, LLC		
The PSE "Assignment of Funds" form is used when the Customer wishes to have the rebate check sent directly to either the Contractor or Vendor.			
**If no selection is made from the three Rebate Check Recipient choices above, the rebate check will be sent to the Customer.			

**** Version 2010.3a****

How To Participate:

Step 1. Obtain PSE Pre-Approval

Project Name: 0

Acct #:

- Confirm that pages 1- 4 of this application are complete (pages 1 thru 4 constitute application)
- Make and keep a copy for your records
- Please ensure the printed name at bottom of this page is legible and signature is present (contractor can not sign for customer)
- Prepare an Email and attach the application as an Excel document (not as a PDF).
- Attach a PDF version of the signed page 2 to the same email with the subject line reading: Pre-Approval-*Project Name* (i.e.. Pre-Approval- ABC Corp.)
- Send the email to smallbusinesslighting@pse.com
- Please allow 4 to 6 weeks for Pre-Approval

If email is not possible, Fax this application, with cover, to: 425-424-6408. **Please note: Faxed and PDF applications take longer to be put in line for Pre-Approval as they must be typed in by PSE staff. This will cause the project Pre-Approval to be delayed an additional 7-14 days.**

When Pre-Approved, PSE will email and mail a letter of Pre-Approval to the customer. The contractor will be notified by email.
Funding availability is subject to annual program budgets. Payment is guaranteed on pre-approved projects only and if installed within 90 days.

Step 2. Complete installation within 90 days of Pre-Approval- If a project delay becomes apparent, please contact a PSE Small Business Lighting representative

Step 3. Submit completion paperwork for payment

- Initial and date the contractor's "itemized" invoice(s) to indicate your approval and acceptance of the installation.
- "In-house" installations** - Please circle, or distinctly identify, each line on vendor's receipt that applies to this lighting project.
- Prepare an Email and attach the application (if changes were made from original Pre-Approval) as an Excel document
- Attach a PDF version of signed and dated copies of all invoices and/or receipts, the disposal company's Hazardous Waste "Bill of Lading," PSE's "Lighting Waste Disposal Form" and, if needed, PSE's Assignment of Funds Form to the same email with the subject line reading: Completion Paperwork- *Project Name* (i.e.. Completion Paperwork- ABC Corp.)
- Attach a copy of the contractor warranty statement (this may be included on the project Invoice)
- Send the email to smallbusinesslighting@pse.com
- Please allow four to six weeks for Payment Processing

For Additional Program Information

<http://www.pse.com/solutions/forbusiness/pages/comRebates.aspx?tab=2&chapter=2>

or dialing 1.800.562.1482 then Option 1

Agreement between Customer and PSE - Signature Required

By signing below, the customer agrees to comply with all applicable State and Local electrical codes and permitting requirements. The customer also agrees that all hazardous lighting waste is to be properly disposed of in accordance to State and Federal guidelines. Resulting light levels are solely the responsibility of the customer and contractor. PSE, at its option, will be granted access to inspect the lighting system prior to, during and after the proposed lighting retrofit. The Customer agrees to the existing and proposed lighting as being accurately described on pages 3 and 4 of this application. Puget Sound Energy has not and will not make any promise, warranty or representation with respect to any savings in energy consumption as a result of the proposed lighting retrofit. Any savings, monetary or energy, listed on the Small Business Lighting Application are estimates only.

Customer Signature: _____

Date: _____

Please Print Name: _____