

Submission of Invoices for Low Carbon Buildings Programme grant claims

- **All invoices** relating to the installation of the microgen technology should be submitted by the customer, including any work subcontracted and including all relevant stages of work invoiced, i.e. invoices for deposit through to final invoice.
- The invoice(s) must itemise the equipment installed and/or work carried out to demonstrate **all eligible costs associated with the microgen installation**
- The invoice must be printed on **headed paper** and include
 - **Date of invoice**
 - **VAT**
- The invoice(s) must be **receipted** (*see below*)

Receipt of payment must be demonstrated by;

- **Providing a Receipt** which shows proof of payment in full relating to invoice(s) which can then be submitted together **with original invoice(s)**.
- Proof of payment details **printed** on the original invoice(s) *as follows*;
 - Invoice(s) printed with '**PAYMENT RECEIVED IN FULL**' and
 - **DATE < > payment received.**
- Proof of payment details **handwritten** on the original invoice(s) *as follows*;
 - '**PAYMENT RECEIVED IN FULL**'
 - **Date payment received**
 - **Signature**
 - **Position within company**