

Avista Ultra-Low Temperature Freezer Process Guide

Step 1: Verify Equipment Eligibility

- Confirm that the unit being sold qualifies for a rebate by checking the ENERGY STAR® product finder: www.energystar.gov/productfinder
 - Energy Solutions can help you compile a list of your qualifying products. Please reach out to us if you or your distributors would like additional support in identifying which of your products qualify.

Step 2: Verify Customer Eligibility

- Before offering a rebate, confirm with the customer that the business where equipment will be installed receives non-residential electric service from Avista.
- If you are unsure if the customer qualifies for an incentive, please email instantrebates-pnw@energy-solution.com or call (503) 914-0005 with the address in question to confirm eligibility.

Step 3: Complete the Sale

- Ensure that the invoice or SPQ includes a line item specifying “Avista Instant Rebate” and that the rebate amount is \$1,200.
- Collect installation address from customer and note address legibly on invoice.

Step 4: Submit Claim for Rebate Reimbursement

- After invoicing, log-in to www.avistamidstream.com and click the “Submit New Claim” button.
- Complete claim form with the following information and upload a copy of the invoice or SPQ:
 - Installation site information: address, city, state, and zip code
 - Customer information: business name and type, customer contact information
 - Sale information: salesperson, invoice number, invoice date, and copy of invoice or SPQ
 - Equipment information: manufacturer, model number, and quantity
 - Project information: project type and estimated install date

**Applications are usually reviewed and approved within a few days.
Reimbursement checks are generally issued within two weeks of application approval.**

Questions?

Contact 503-914-0005 or instantrebates-pnw@energy-solution.com.

Provided by

