

Express Efficiency Program Guide

*Information on Application Process for Customers &
Vendors*

An Itemized Measure Program for 2009

Welcome to the Express Efficiency Program, a statewide program offering financial incentives to businesses that upgrade a variety of equipment with new, energy-efficient technology. The program offers rebates for Lighting, Food Service, Refrigeration, Air Conditioning, Office, Agricultural, and Motor equipment.

Installing energy-efficient equipment at your business can help you...

- Reduce energy bills and operating expenses,
- Increase profitability and productivity,
- Enjoy energy-efficient improvements and long-term savings, and
- Realize positive bottom-line results while reducing air pollution and preserving natural resources.

This Guide will walk you through the steps to Reserve, Apply & Receive your Express Efficiency rebate. SCE appreciates your participation in the Express Efficiency Program and your efforts to reduce energy use.

All referenced material, including this Program Guide, is available for download on-line at www.sce.com/express

*If you have any questions regarding the Express Efficiency Program,
please contact Southern California Edison at (800) 736-4777*

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How To Apply

1. Determine Product Eligibility

- Requirements for each of the measures are included in the Program Terms & Conditions section of the application.
- In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the **Basecase**).

2. Purchase & Install

- Equipment must be purchased and **installed before you submit your application**.
(NOTE: Projects with both Itemized and Calculated Measures are an exception to this requirement. See page 10 for detail.)

3. Complete the Application

- **Form 1:** – **Project Information:** Complete Customer Info, Project Type(s), Project Site Info & Project Sponsor sections.
 - **Project Type(s):** Include a brief description of the project.
 - **Project Sponsor:** Typically a 3rd Party resource such as a Vendor, but can also be the Customer. Project Sponsors serve as the primary point of contact and all communications will be directed to them.
- **Form 2:** – **Payment Information:** Indicate party to make the rebate payable to, or Customers may select a Utility Bill Credit.
- **Form 3:** – **Calculated Measures:** If your Application contains Calculated Measures as well as Itemized Measures, complete the Measure Information and Energy/On-Peak Demand Savings and Incentive Summary sections.
- **Form 4:** – **Itemized Measures:** Select the itemized measures for your equipment, then enter quantity and calculated rebate amount for each. Enter grand total at bottom.

4. Sign

All signatures must be *original* (in ink, no copies).

- **Form 2:** – **Payment Information:** If Customer is not Payee (directed to Vendor or other 3rd Party):
 - Payment Release Authorization must be completed
 - Must contain Customer's *original* signature
- **Utility Bill Credit:** If selected, Customer's *original* signature
- **Agreement:** Read the application agreement and sign.
 - Customer Contact: Customer's *original* signature
 - Project Sponsor: Project Sponsor's *original* signature

5. Attach Proof of Payment

- See *Proof of Payment Requirements* for detail. Original documents are required; however, copies can be accepted if reason is noted on the Proof of Payment.
- Additional Signatures may be needed. See *Proof of Payment Requirements* for detail.
- Include description of the **Basecase** (the old equipment being replaced).

6. Attach Specification Sheets for Installed Equipment

- Attach manufacturer specifications for **each equipment model** requested for rebate.

7. Mail to SCE

- **Applications must be postmarked by December 14, 2009 to be eligible.**
Please make and retain a copy of all completed application forms and required documentation for your records.
- **Mail:** Application, Proof of Payment, Specifications for Installed Equipment, and any additional supporting documents.
- **Mail to:** Southern California Edison, Business Incentives and Services, P.O. Box 800, Rosemead, CA 91770

Rebate Checklist

Include the following when submitting your Rebate:

- Application**
 - Original Signatures
- Proof of Payment**
 - Original (or, if Copy provided, note reason)
 - Basecase Description
- Specification Sheets**
 - For each model of Installed Equipment

Questions? Please Call (800)736-4777

Proof of Payment Requirements

Type of Proof of Payment	Information Required on Proof of Payment
<p>Invoice</p> <ul style="list-style-type: none"> • CUSTOMER is Rebate Payee <hr/> <ul style="list-style-type: none"> • VENDOR is Rebate Payee 	<ol style="list-style-type: none"> 1. Date of Purchase 2. Marked Paid (stamped or show zero balance due) <i>or</i> contain Terms (i.e. Net 30, Net 60, Payment Due Date) 3. Itemized list for each equipment type: <ol style="list-style-type: none"> a. Make/Brand name <i>and</i> model number b. Text description of each type of equipment installed c. Quantity installed d. Cost per unit 4. Basecase description (the old equipment being replaced) <hr/> <p>Same as above, PLUS... If Customer is not Payee (directed to Vendor)</p> <ol style="list-style-type: none"> 5. Total rebate amount deducted from the sales price 6. Customer's <i>original</i> signature (in ink, no copies)
<p>Purchase Order</p>	<ol style="list-style-type: none"> 1. Date of Order 2. Date of Delivery 3. Payment Terms (i.e. Net 30, Net 60, Payment Due Date) 4. Itemized list for each equipment type: <ol style="list-style-type: none"> a. Make/Brand name <i>and</i> model number b. Text description of each type of equipment installed c. Quantity installed d. Cost per unit 5. Customer's <i>original</i> signature (in ink, no copies) 6. Basecase description (the old equipment being replaced)
<p>Store Receipt</p> <p>(Note: If the equipment is not described in full on the receipt, please add the information on a separate sheet)</p>	<ol style="list-style-type: none"> 1. Date of Purchase 2. Itemized list for each equipment type: <ol style="list-style-type: none"> a. Make/Brand name <i>and</i> model number b. Text description of each type of equipment installed c. Quantity (if all listed were not installed, indicate actual quantity installed) d. Cost per unit 3. Basecase description (the old equipment being replaced)
<p>Lease Agreement (for 3 or more years)</p>	<ol style="list-style-type: none"> 1. Lease Start Date 2. Length of Lease (must be for 3+ years) 3. Payment Terms (i.e. Net 30, Net 60, Payment Due Date) 4. Itemized list for each equipment type: <ol style="list-style-type: none"> a. Make/Brand name <i>and</i> model number b. Text description of each type of equipment installed c. Quantity installed d. Cost per unit
<p>Network PC Power Management Software</p> <p>(Qualifying software must be purchased and installed on or after March 1, 2007)</p>	<ol style="list-style-type: none"> 1. Software Purchase Date 2. Length of License Agreement (if applicable) 3. Marked Paid (stamped or show zero balance due) <i>or</i> contain Terms (i.e. Net 30, Net 60, Payment Due Date) 4. Itemized list of software: <ol style="list-style-type: none"> a. Make/Brand name <i>and</i> model number b. Text description of each type of software installed c. Quantity installed d. Cost per unit 5. Network Energy Management Software report verifying the # of PCs the system controls 6. List of the license numbers serving the system

- *Original* Proof of Payment documents are required; however, copies can be accepted if the reason the original cannot be provided is noted on the Proof of Payment. Originals can be requested to be returned.
- Information to include in Basecase (old equipment) description: See Page 13.
- Additional information to include for Motors & Window Film Measures: See Page 14.

** Sample Invoice provided on next page **

Sample Invoice

Vendor Name & Address	Joe Smith Company 123 East Main Street, Anytown, CA 90000 Tel: 123.456.7898 Fax: 123.456.7899																																																																								
Customer Name & Address	<table style="width: 100%;"> <tr> <td style="width: 50%;">Sold To:</td> <td style="width: 50%;">Invoice:</td> </tr> <tr> <td>Name: Heritage Surplus Center</td> <td>Date: 2/15/09</td> </tr> <tr> <td>Address: 456 West Main Street</td> <td>Invoice #: 12345</td> </tr> <tr> <td>City/State/Zip: Anywhere, CA 99999</td> <td></td> </tr> <tr> <td>Contact: John Brown</td> <td></td> </tr> </table>	Sold To:	Invoice:	Name: Heritage Surplus Center	Date: 2/15/09	Address: 456 West Main Street	Invoice #: 12345	City/State/Zip: Anywhere, CA 99999		Contact: John Brown																																																															
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Itemized list of equipment with Quantity, Model, Make, Text Description & Unit Price	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Qty</th> <th style="width: 15%;">Model #</th> <th style="width: 15%;">Make</th> <th style="width: 45%;">Description</th> <th style="width: 10%;">Unit Cost</th> <th style="width: 10%;">Total</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>RPJ19876</td> <td>General Inc.</td> <td>8' 4-lamp T5 Int High Bay Fixtures (216W)</td> <td>200.00</td> <td>4,000.00</td> </tr> <tr> <td>80</td> <td>F54T5/841/HO/ALTO</td> <td>General Inc.</td> <td>T5 Lamps for High Bay Fixtures (54W)</td> <td>10.00</td> <td>800.00</td> </tr> <tr> <td>20</td> <td>RJK-2554</td> <td>General Inc.</td> <td>Ballasts for High Bay Fixtures</td> <td>40.00</td> <td>800.00</td> </tr> <tr> <td>5</td> <td>Q345-BB2</td> <td>General Inc.</td> <td>Compact Fluorescent Fixtures (24W)</td> <td>60.00</td> <td>300.00</td> </tr> <tr> <td colspan="6"> Basecases: - Measure L-H6: Replace 8' 2-lamp T12 Very High Output Fluor Fixtures (430 Watt, Model #145645 by General Inc) - Measure L-C2: Replace Incandescent Fixtures (75W) </td> </tr> <tr> <td colspan="5">Materials</td> <td style="text-align: right;">5,900.00</td> </tr> <tr> <td colspan="5">Tax</td> <td style="text-align: right;">486.75</td> </tr> <tr> <td colspan="5">Installation</td> <td style="text-align: right;">3,000.00</td> </tr> <tr> <td colspan="5">Invoice Total</td> <td style="text-align: right;">9,386.75</td> </tr> <tr> <td colspan="5">Less Edison Rebate</td> <td style="text-align: right;">-2,585.00</td> </tr> <tr> <td colspan="5">Total After Rebate</td> <td style="text-align: right;">6,801.75</td> </tr> </tbody> </table>	Qty	Model #	Make	Description	Unit Cost	Total	20	RPJ19876	General Inc.	8' 4-lamp T5 Int High Bay Fixtures (216W)	200.00	4,000.00	80	F54T5/841/HO/ALTO	General Inc.	T5 Lamps for High Bay Fixtures (54W)	10.00	800.00	20	RJK-2554	General Inc.	Ballasts for High Bay Fixtures	40.00	800.00	5	Q345-BB2	General Inc.	Compact Fluorescent Fixtures (24W)	60.00	300.00	Basecases: - Measure L-H6: Replace 8' 2-lamp T12 Very High Output Fluor Fixtures (430 Watt, Model #145645 by General Inc) - Measure L-C2: Replace Incandescent Fixtures (75W)						Materials					5,900.00	Tax					486.75	Installation					3,000.00	Invoice Total					9,386.75	Less Edison Rebate					-2,585.00	Total After Rebate					6,801.75
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Important Notes:

- **If Customer is not Payee** (rebate is directed to Vendor or other 3rd Party): Payment Release Authorization on Form 2 of application must be completed & contain Customer's original signature (in ink, no copies).
- **Multiple account/installation locations:** Attach the *Multiple Account Spreadsheet* available for download on-line at www.sce.com/express.
- **Information to include in Basecase** (old equipment) description: See Page 13.
- **Additional information to include for Motors & Window Film Measures:** See Page 14.

Program Guide

Program Overview

- **About the Express Efficiency Program**

The Express Efficiency Program is designed to encourage energy efficiency by offering rebates to offset the cost of replacing or upgrading a variety of equipment with new, energy-efficient technology.

Express Efficiency incentives are provided on specific types of equipment, defined as **itemized measures**.

The program offers rebates for Lighting, Food Service, Refrigeration, Air Conditioning (including Window Film), Office, Agricultural, and Motor equipment.

The Express Efficiency Program is a statewide program administered by California's four Investor-Owned Utilities (IOUs) under the auspices of the California Public Utilities Commission (CPUC). The four IOUs are: Pacific Gas and Electric Company, Southern California Edison, San Diego Gas & Electric Company, and Southern California Gas Company.

The program offers rebates to all non-residential customers regardless of size or monthly electric demand.

The 2009 Express Efficiency Program runs from January 1, 2009 until December 31, 2009.

Applications for this program term must be postmarked or received by SCE by December 14, 2009.

The Program's annual incentive budget for 2009 is \$1.8 million per site or service account. Rebates are paid on a first-come, first-served basis until the deadline expires or allocated funds are spent, whichever comes first. Customers are encouraged to submit their applications as early as possible.

- **Key Terms**

- **Customer:** Service account holder for the project.
- **Project Sponsor:** Typically a 3rd Party resource such as a Vendor, but can also be the Customer.
- The Project Sponsor serves as the primary point of contact. All correspondence and communications regarding the project will be directed to the Project Sponsor.
 - **Exceptions to the Project Sponsor communication process:**
 - **Accounts with an assigned SCE Account Representative:** The SCE Account Representative will submit the reservation and application for these accounts and serve as the primary contact. Standard communications (such as Reservation confirmations, reminder notices) will be sent to the Project Sponsor with a copy to the SCE Account Representative. However, requests that require special handling (such as requests for missing or additional information) will be directed to the SCE Account Representative for follow-up with the appropriate resource.
 - **Inspections:** If a project requires an Inspection, Customers will be contacted directly to make inspection arrangements. (See the *Inspections* section on page 17 for more detail.)
- **Vendor:** A 3rd Party resource who assists the customer in the purchase and installation of qualifying energy efficient equipment, or is listed on the rebate application as the Payee or Project Sponsor. The Vendor category includes vendors, installers, contractors and energy service companies.
- **SCE Customer Account Number:** Located on your SCE bill, and begins with a 2. The Customer Account number associates your business with the individual service account(s) you have with SCE.
- **SCE Service Account Number:** Located on your SCE bill, and begins with a 3. The Service Account number associates your Customer Account with individual SCE electric service location(s).
- **Basecase:** The old equipment being replaced.

- **Proof of Payment:** Proof of Purchase documentations, such as an Invoice, Purchase Order, Store Receipt, or Lease Agreement.

- **Prior Participation:** When you request a rebate for equipment that is similar to equipment you received a rebate for in the past.

An example of Prior Participation is when a customer receives a rebate for upgrading an Interior Induction Fixture one year, then requests a rebate for upgrading a different Interior Induction Fixture the following year.

- **Payee:** The party the rebate will be released to.

- **Customer Eligibility**

The program is available to the following customers with a valid and active SCE electric service account:

- **Non-residential:** Regardless of size, rate schedule, or monthly demand. Nonresidential customers include commercial, non-profit, industrial, and agricultural businesses.

Note: Properties such as single-family homes, condominiums, apartments, and other residential dwellings are not eligible for the Express Efficiency Program. However, common areas in multi-family properties (such as laundry rooms, recreation rooms, and offices) may be on a qualifying nonresidential rate schedule, in which case they are eligible.

- **Self-generation:** Co-generation, wind, solar and other types of self-generation customers are eligible for Express Efficiency rebates on a prorated basis if they purchase electricity from SCE. The amount of the rebate depends upon the percentage of the customer's total energy usage that is provided by SCE.

For example: If you generate 25% of your total monthly kWh usage and SCE provides the remaining 75%, you would be eligible for 75% of the 2009 Express Efficiency rebate amounts.

To ensure proper rebate processing, Self-generation customers are requested to add a note to their application confirming their self-generation status. See the instructions for completing Form 1 of the application on page 12 for more detail.

- **Rebate Limits**

The total rebate limit varies by Program Year. For 2009, customers meeting the eligibility requirements can qualify for rebates up to 15% of the Program's annual incentive budget (approximately \$1.8 million) per site or service account. The \$1.8 million rebate limit:

- Includes participation in any combination of Express Efficiency electric measures. Customers may apply for rebates until the limit is reached, using any combination of the rebate categories.
- Applies to both to customers with single service accounts, as well as customers with corporate or chain accounts.
- Does not apply to rebates secured across statewide Investor-Owned Utilities (IOUs) (i.e. no cumulative cap). For example, if an SCE customer is also a PG&E customer, only SCE's limit applies to rebates the customer receives from SCE, and only PG&E's limit applies to rebates received from PG&E.

- **Installation Costs**

SCE may pay rebates up to 100% of the installed costs on certain measures. Rebates are not paid above the costs listed on the Proof of Payment.

- **Vendor-Installed equipment:** Installed cost includes material cost plus installation labor.
- **Customer-Installed equipment:** Installed cost includes material cost only. Customers who self-install may not charge installation labor.
- **Sales taxes and freight (shipping):** Are not eligible for rebate, and should not be included in equipment costs.

- **Equipment Requirements**

All equipment must be:

- **New (not used or rebuilt)**

- **Replace existing equipment (not incremental purchases or new construction)**

Note: There are several exceptions to the incremental purchase requirement for Refrigeration and Food Service equipment. (For example, adding a night cover for an open display case is eligible for rebate.) Please review the Program Terms & Conditions section of the application for detail.

- **Meet the requirements stated in the Program Terms & Conditions**

- A complete list of qualifying measures and equipment requirements is included in the Program Terms & Conditions section of the application. In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the **Basecase**). (See section below for additional detail.)
- Please review the Terms & Conditions for each measure before purchasing your equipment.
- If you need assistance determining if the equipment you plan to purchase meets program requirements, contact SCE at (800)736-4777.

- **Be the same fuel source as the replaced equipment**

Fuel switching is not permitted. Electric equipment can only be replaced with qualifying electric equipment, and gas equipment can only be replaced with qualifying gas equipment.

Additional Provisions:

- **To be eligible for rebate, the installed equipment must be used for the life of the product(s) or for 5 years, whichever is less.**

- **Customers may not receive rebates for replacing the same equipment rebated during the prior 5 years.** For example, a customer who receives a rebate for installing an Interior Induction Fixture one year cannot receive another rebate the following year to replace the same Interior Induction Fixture.

- **Customers may not receive rebates for incentives paid by another state or local Public Goods Charge (PGC) program.** For example:

- A customer who receives a rebate from SCE for installing a compact fluorescent lamp (CFL) cannot receive another rebate for the same CFL from PG&E.
- A customer who receives an incentive for installing a compact fluorescent lamp (CFL) through a CFL buy-down program cannot receive another rebate for the same CFL from SCE.

- **Basecase Requirements**

- In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the **Basecase**).

- Include a description of the Basecase on the Proof of Payment, or attach as a separate sheet.

- **Describing the Basecase for Lighting measures:**

- Rebate requests for lighting measures may be more complex, so providing as much info as possible about the equipment being replaced will help in our review process and speed processing of your rebate.
- When describing the old lighting equipment, please indicate as appropriate:
 - Fixture quantity
 - Fixture type (for example, T12 High Output, 12 Very High Output)
 - Fixture wattage
 - Number of lamps in each fixture
 - If possible, also indicate the model number and manufacturer name for both the lamps and ballasts.

- **Special Instructions:**
Applications Containing Both Itemized & Calculated Measures
 - **Applications containing both Calculated and Itemized measures must be submitted before installing the new equipment.**
 - Rebates containing Calculated (Standard Performance Contract) measures require a Pre-Installation Inspection, which means that the rebate application must be submitted before installing the new equipment.
 - **BUT...** Rebates for Itemized measures require the application to be submitted after installing the new equipment.
 - **To resolve this conflict, applications containing both Calculated and Itemized measures must be submitted before installing the new equipment.** These “Combination Rebate Applications” are processed in two steps. First, a Pre-Installation Inspection will be performed, and when that is successful, you can then install the equipment.
 - **Installing equipment for Itemized measures before a Pre-Installation Inspection is conducted may void your request for a Calculated measure rebate.** Please be sure to submit your application before installing your new equipment.
 - If you have any questions regarding Itemized and Calculated measures or the application process, contact SCE at (800)736-4777.

Applying for Your Rebate

The information below expands on the summary provided in the *How To Apply Quick Reference Sheet* on page 3.

1. Express Application

- Call (800)736-4777 or download an application on-line at www.sce.com/express.

2. Determine Product Eligibility

- Requirements for each of the measures are included in the Program Terms & Conditions section of the application.
- In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the **Basecase**).
- If you have questions regarding equipment eligibility, contact SCE at (800)736-4777.

3. Purchase & Install

- Equipment must be purchased and **installed before you submit your application**.
Note: Applications containing both Itemized and Calculated Measures are an exception to this requirement. See page 10 for detail.
- Equipment that qualifies for Express Efficiency rebates must meet specific terms and conditions.
 - A complete list of qualifying measures and equipment requirements is included in the Program Terms & Conditions section of the application.
 - In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the **Basecase**).
 - Review the Terms & Conditions for each measure before purchasing your equipment. If you have questions regarding equipment eligibility, contact SCE at (800)736-4777.
- The Project Sponsor is responsible for determining if selected equipment qualifies for the program.
- Installation may be performed by Customers themselves or by a Vendor. Equipment must be installed pursuant to the manufacturer's specifications. There may also be separate state and local building codes and ordinances that need to be observed.

4. Complete the Application

- Please ensure each application includes the correct service account number for the service location in which the equipment is installed.
 - **For Single accounts:** Complete one application per service account number.
 - **For Multiple account locations:** When installing the same measures for multiple service accounts at one or more facilities, attach the *Multiple Account Spreadsheet* available for download on-line at www.sce.com/express. If the spreadsheet was used to make the reservation, verify the information, enter the installation dates, and attach to the application.
- If you receive a Summary Bill for several accounts, do not include the Summary Bill number on your Express Efficiency application. Instead, indicate the specific service account number corresponding to the service location in which the equipment was installed.
 - **Form 1: → Project Information:**
Complete Customer Information, Project Type(s), Project Site Information, and Project Sponsor sections.
 - **Customer Name:** For **Self-Generation customers**, write "Self-Generation Account" following the Customer's name.
 - **Project Type(s):** Include a description of the project.
 - **Project Sponsor:** Typically a 3rd Party resource such as a Vendor, but can also be the Customer.
The Project Sponsor serves as the primary point of contact. All correspondence and communications regarding the project will be directed to them.
Note: See page 7 for Exceptions to the Project Sponsor communication process.
 - **Form 2: → Payment Information:**
Indicate the party to make the rebate payable to, or Customers may select a Utility Bill Credit.
 - If rebate is to be made to a Vendor, indicate the Vendor information here.
 - If a Utility Bill Credit is desired, complete the Utility Bill Credit section:
 - Mark the Utility Bill Credit box
 - Provide the appropriate Service Account Number and Customer Account Number
 - **Form 3: → Calculated Measures:**
If your Application contains Calculated Measures as well as Itemized Measures, complete the Measure Information and Energy/On-Peak Demand Savings and Incentive Summary sections.
Note: Applications containing both Itemized and Calculated Measures must be submitted before installing the new equipment. See page 10 for detail.
 - **Form 4: → Itemized Measures:**
Select the itemized measures for your equipment, then enter quantity and calculated rebate amount for each. Enter grand total at bottom.

5. Sign

- **All signatures must be *original* (in ink, no copies).**
Due to the original signature requirement, faxed applications cannot be accepted.
 - **Form 2:**
 - **Payment Information:** If Customer is not Payee (directed to Vendor or other 3rd Party):
 - Payment Release Authorization must be completed
 - Payment Release Authorization must contain Customer's *original* signature
 - **Utility Bill Credit:** If selected, Customer's *original* signature
 - **Agreement:** Read the application agreement and sign.
 - Customer Contact: Customer's *original* signature
 - Project Sponsor: Project Sponsor's *original* signature. If the Customer is also the Project Sponsor, provide Customer's *original* signature here as well.
- Note: Signatures in the Agreement section of the application confirm:
 - Acceptance and agreement to the terms and conditions outlined in the Agreement
 - The equipment was purchased and installed between January 1, 2009 and December 14, 2009.
 - The installed equipment will be used for the life of the product(s) or for 5 years, whichever is less.

6. Attach Proof of Payment

- See *Proof of Payment Requirements* (page 4) and *Sample Invoice* (page 5) for complete detail on information required on each Proof of Payment.
- **Additional Signatures may be required on the Proof of Payment; these requirements are included on the pages noted above.**
- Acceptable Proof of Payments include:
 - Invoices
 - Purchase Orders
 - Store Receipts
 - Lease Agreements (equipment must be leased for 3 or more years)
- Unacceptable Proof of Payments include:
 - Proposals
 - Bids
 - Letters of Intent
 - Order Forms.
- *Original* documents are required; however, copies can be accepted if reason is noted on the Proof of Payment.
- Include a description of the **Basecase** (the old equipment being replaced) on the Proof of Payment, or attach as a separate sheet.
- **Describing the Basecase for Lighting measures:**
 - Rebate requests for lighting measures may be more complex, so providing as much info as possible about the equipment being replaced will help in our review process and speed processing of your rebate.
 - When describing the old lighting equipment, please indicate as appropriate:
 - Fixture quantity
 - Fixture type (for example, T12 High Output, 12 Very High Output)
 - Fixture wattage
 - Number of lamps in each fixture
 - If possible, also indicate the model number and manufacturer name for both the lamps and ballasts.

- **Additional information to include on Proof of Payment for specific measures:**
 - Motors Measures: Indicate rpm, Open Drip Proof (ODP) or Totally Enclosed Fan Cooled (TEFC), and phase.
 - Window Film Measures: Indicate dimensions of each window, exposure direction (for example, north or south), and type of glass the film is applied to (for example, clear single-pane).

7. Attach Specification Sheets for Installed Equipment

- Attach manufacturer specifications for **each equipment model** requested for rebate.
- If the specification sheet contains listings for multiple models, please highlight the appropriate one.

8. Mail to SCE

- **Applications must be postmarked by December 14, 2009 to be eligible for rebate.**
- **Mail:**
 - Application
 - Proof of Payment
 - Specifications for Installed Equipment
 - Any additional supporting documents.

Please make and retain a copy of all completed application forms and required documentation for your records prior to mailing.

- **Mail to:**

Southern California Edison
Business Incentives and Services
P.O. Box 800
Rosemead, CA 91770

To ensure that your application reaches SCE, consider sending it by certified mail with return receipt.

Helpful Tips on Payment Arrangements

- **Making the Rebate Payable to Vendors**

In facilitating the Express Efficiency project, Vendors may provide the anticipated rebate amount to the customer as a deduction from the project cost. In these cases, the rebate may be issued directly to the Vendor.

To ensure clarity, the information below was assembled from the individual steps included in the *Applying for Your Rebate* section, and summarizes the required information and signatures to ensure payment is appropriately directed to the Vendor.

To have the rebate issued to a Vendor, please provide the following:

- **Application**

- **Form 1: Project Sponsor:** Provide Vendor information.

The Project Sponsor serves as the primary point of contact. All correspondence and communications regarding the project will be directed to them.

Note: See page 7 for Exceptions to the Project Sponsor communication process.

- **Form 2: Payment Information:**

- *Check Should Be Made Payable To* section: Indicate Vendor information.
- *Payment Release Authorization* section: Customer's *original* signature (in ink, no copies).

Agreement:

- Customer Contact: Customer's *original* signature (in ink, no copies).
- Project Sponsor: Vendor's *original* signature (in ink, no copies).

- **Proof of Payment (Invoices)**

- Include on Invoice:

- Marked Paid (stamped or show zero balance due) *or* contain Terms (i.e. Net 30, Net 60, Payment Due Date)
- Total rebate amount deducted from the sales price
- Customer's *original* signature (in ink, no copies)
- *Original* Proof of Payment documents are required; however, copies can be accepted if the reason the original cannot be provided is noted on the Proof of Payment.

- Note: For complete detail on information required on each Proof of Payment (including the requirements noted above), see *Proof of Payment Requirements* (page 4) and *Sample Invoice* (page 5).

- **Landlord & Tenant Rebate Payments**

Landlords (i.e. building owners, property management companies) and Tenants sometimes work together to facilitate installation of energy-efficient equipment in leased spaces.

These arrangements may involve one party releasing the rebate payment to the other party. Such arrangements between Landlords and Tenants should be agreed upon by both parties prior to installing the equipment. In no case will SCE intervene should a dispute arise between the Landlord and Tenant.

Please provide the following information based on the corresponding situation:

- **If a leasing Tenant is the utility customer of record, but the Landlord purchases and installs qualifying equipment:**

The Tenant may release the rebate payment to the Landlord by completing the Payment Information section on Form 2 of the application as follows:

- *Check Should Be Made Payable To* section: Indicate Landlord information.
- *Payment Release Authorization* section: Tenant's *original* signature (in ink, no copies).

- **If a Landlord is the customer of record but the Tenant purchases and installs equipment:**

The Landlord may release the rebate payment to the Tenant by completing the Payment Information section on Form 2 of the application as follows:

- *Check Should Be Made Payable To* section: Indicate Tenant information.
- *Payment Release Authorization* section: Landlord's *original* signature (in ink, no copies).

Processing your Rebate

Upon receipt, SCE will review your application to ensure the necessary information is provided and, if required, make Post-Installation Inspection arrangements.

- **Incomplete Applications**

If an application is incomplete, SCE Processing Center Representatives will try to reconcile information with the Project Sponsor (or the SCE Account Representative, if assigned). This process may include a phone call or email, or the application may be returned with a letter describing the problem. Once the missing information is provided or appropriate adjustments made, the application may be resubmitted.

- **Inspections**

Depending on the application criteria, a project may require either a Pre- or Post-Installation Inspection.

- **Pre-Installation Inspections:** Are required when you request a rebate for equipment that is similar to equipment you received a rebate for in the past (referred to as **Prior Participation**) or for projects that include both Itemized and Calculated measures.
 - During the Pre-Installation Inspection, the inspector will verify that:
 - The Basecase (the equipment that is being replaced) meets the Program Terms and Conditions
 - Previously rebated equipment is not being replaced.
- **Post-Installation Inspections:** May be mandatory (based on certain project criteria) or random.
 - **Mandatory Post-Installation Inspections:** Are required for all projects...
 - Applying for an rebate of \$7,000 or more
 - That provide the following Proof of Payments: Invoice with Terms, Purchase Orders, or Lease Agmts
 - That had a Pre-Installation Inspection.
 - **Random Post-Installation Inspections:** A certain percentage of projects are selected as a quality assurance measure to maintain the integrity of the program.
 - During the Post-Installation Inspection, the inspector will verify that:
 - The new equipment is installed and operational
 - The new equipment meets the Program Terms and Conditions,
 - The quantity and model numbers of installed equipment matches the information listed in the application.
- **If your project requires an Inspection:**
 - Inspectors will contact the Customer (using the Project Site Contact information provided on Form 1 of the Application) to make inspection arrangements.
 - If the inspector determines that the equipment for the measure(s) applied for rebate:
 - **Is not installed or is not operational:** The application will be declined and returned to the Program Sponsor (or the SCE Account Representative, if assigned). A new application may be submitted after the equipment has been installed and is operational, if funds are still available. A \$200 re-inspection fee will also be assessed to the Customer or Program Sponsor.
 - **Is only partially installed:** A partial rebate will be paid only for the qualifying equipment that is installed and operational. If the non-rebated equipment is later installed and made operational, a separate (new) reservation and application must be submitted for that equipment.
 - Inspectors require access to the equipment for verification purposes during normal business hours: 8am-5pm, Monday thru Friday, excluding holidays.
 - Inspectors will make three attempts to contact the Customer to make inspection arrangements. If the inspector is unable to reach the Customer after three attempts, the application will be declined and returned to the Program Sponsor (or the SCE Account Representative, if assigned).

Receiving your Rebate

After your application has been approved, the rebate will be authorized for payment and a Rebate Check or Utility Bill Credit issued.

Rebates will be issued to the Payee indicated in the Payment Information section on Form 2 of the application.

- **Taxes**

Rebate amounts greater than \$600 paid in any one year must be reported to the Internal Revenue Service on IRS Form 1099 unless you are classified as exempt (e.g. church, other non-profit).

If you designate a Vendor or other 3rd Party as Payee, that party will receive IRS Form 1099.

SCE is not responsible for any taxes that may be imposed as a result of your having received an Express Efficiency rebate.

- **Incentive Amount Adjustments after Rebate Issued**

- Please contact us at (800)736-4777 for assistance with any rebate payment issues below.

- **Stop-Payment and Check Reissues**

- Check was lost, never received, stolen, or misplaced: Contact SCE to arrange for a replacement check.
- Payee name change: Provide updated payee information, including name, mailing address, and phone number. The original check should be returned to SCE, and a new check will be issued to the correct party.
- Stale-dated check: A stale-dated check is one that is no longer valid because it was not cashed within the allotted time period printed on the check. The original check should be returned to SCE, and a new check will be issued.

- **Disputed Amounts**

- The problem will be investigated, and you will be notified of the results. If an adjustment is warranted, the original check should be returned to SCE, and a new check in the correct amount will be issued.
- If you have already cashed your check and the rebate amount should have been higher, you may be required to submit an additional application. If the amount should have been lower, you will be invoiced for the overpaid amount.

- **Rebate Refunds to SCE**

Once you receive your rebate check, you are required to adhere to the conditions of the signed Agreement, which in part requires that you will provide SCE with energy savings for five (5) consecutive years or the life of the product, whichever is less. If conditions at your facility change, you may be liable for refunding part of your rebate to SCE.

For Customers: Working with Vendors

- **Role of Vendors**

Customers may choose to work with a Vendor (3rd Party resource) to purchase and install qualifying equipment. For the purposes of the Express Efficiency Program, the Vendor category includes vendors, installers, contractors and energy service companies.

The typical role of the Vendor is to collaborate with customers to develop energy-efficient solutions, then recommend and install the appropriate equipment.

In respect to the Express Efficiency Program, generally, Vendors will:

- Communicate the value of energy efficiency to the customer
- Explain the Express Efficiency Program and benefits
- Identify energy-efficiency opportunities that would benefit the customer
- Recommend energy-efficiency equipment to capitalize on these opportunities
- Ensure new equipment qualifies for rebate under the Express Efficiency Program
- Ensure new equipment meets the requirements stated in the Terms and Conditions of the application (including Basecase requirements)
- Contract directly with the customer to install the eligible equipment.

- **Vendors as Project Sponsors**

Vendors are typically listed as the Project Sponsor for Express Efficiency projects.

As a Project Sponsor, the Vendor will:

- Serve as the primary point of contact for the project
 - All correspondence and communications regarding the project will be directed to them.
Note: See page 7 for Exceptions to the Project Sponsor communication process.
- Be responsible for ensuring that installed equipment meets the Program Terms & Conditions.
 - A complete list of qualifying measures and equipment requirements is included in the Program Terms & Conditions section of the application.
 - In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the **Basecase**).

- **Locating a Vendor: The SCE Energy Efficiency Vendor List**

There are many Vendors in California who are familiar with the Express Efficiency Program. In an effort to provide customers with additional information to facilitate the decision making process, SCE publishes an *Energy Efficiency Vendor List*, which is available for download on-line at www.sce.com/express.

- **Energy Efficiency Vendor List:** Provides contact information and area of specialty for Vendors that have signed a *SCE Vendor Participation Agreement* (see page 22). Parties included in the *Energy Efficiency Vendor List* are not affiliated with, contracted by, recommended, or endorsed by SCE. All license requirements, if any, are the sole responsibility of the Vendor.
- **Vendor Participation Agreement:** In this agreement, the Vendor confirms they understand the requirements of the 2009 Express Efficiency Program and will adhere to the guidelines governing vendor activities. Vendors are not required to sign the Agreement in order to participate in the Express Efficiency Program or consult with customers; however, it provides a confirmation from the Vendor that they understand the program and its requirements. A copy of the Agreement is provided on page 22.

Please Note: SCE does not resolve disputes between customers and vendors. If you experience an equipment problem or if you are not satisfied with the quality of work of a vendor you hired, contact the vendor directly to resolve the issue. If the issue cannot be resolved to your satisfaction, consider contacting the *Contractors State License Board* at (800)321-2752 (if your vendor is a licensed contractor) or your local *Better Business Bureau*.

For Vendors: Working With SCE and Customers

- **Communicating Your Value: The SCE Energy Efficiency Vendor List**

In an effort to provide customers with additional information to facilitate the decision making process, SCE publishes an *Energy Efficiency Vendor List*, which is available for download on-line at www.sce.com/express.

The *Energy Efficiency Vendor List* provides contact information and area of specialty for Vendors that have signed the *SCE Vendor Participation Agreement* (see next section, below).

The *Energy Efficiency Vendor List* can be used as an effective marketing tool in communicating your added value to customers. The confirmation that you understand and will observe the Express Efficiency Program requirements, combined with your experience with these projects, may be key selling points.

While parties included in the list are not affiliated with, contracted by, recommended, or endorsed by SCE, it communicates to customers your understanding and commitment to the program.

- **Vendor Participation Agreement**

In this agreement, the Vendor confirms they understand the requirements of the 2009 Express Efficiency Program and will adhere to the guidelines governing vendor activities.

Vendors are not required to sign the Vendor Participation Agreement in order to participate in the Express Efficiency Program or consult with customers; however, it provides a confirmation from the Vendor that they understand the program and its requirements, and makes Vendors eligible to be included in the *Energy Efficiency Vendor List*.

A copy of the Vendor Participation Agreement is provided on page 22.

- **Vendors as Project Sponsors**

Vendors are typically listed as the Project Sponsor for Express Efficiency projects. As a Project Sponsor, the Vendor will:

- Serve as the primary point of contact for the project.
 - All correspondence and communications regarding the project will be directed to them.
Note: See page 7 for Exceptions to the Project Sponsor communication process.
- Be responsible for ensuring that installed equipment meets the Program Terms & Conditions.
 - A complete list of qualifying measures and equipment requirements is included in the Program Terms & Conditions section of the application.
 - In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the Basecase).

- **Important Notes**

- **If the rebate is made payable to the Vendor:**

See the instructions in the *Making the Rebate Payable to Vendors* section (on page 15) to ensure payment is appropriately directed and that the additional Proof of Payment requirements are met.

- **If the rebate is made payable to the Vendor *or* if the Vendor is the Project Sponsor:**

- Vendors must **install** the qualifying equipment.
- All Equipment must be **installed before you submit an application**.
Note: Applications containing both Itemized and Calculated Measures are an exception to this requirement. See page 10 for detail.

- It is the Vendor's primary responsibility when sponsoring a project to ensure that installed equipment meets the terms and conditions of the Express Efficiency Program.

- **Guidelines for Vendor Activities**

- For the purposes of the 2009 Express Efficiency Program, a Vendor is defined as any 3rd Party resource who assists the customer in the purchase and installation of qualifying energy efficient equipment, or who is listed on the rebate application as the Payee or Project Sponsor.
- Vendors must not misrepresent the nature of their role in the 2009 Express Efficiency Program. In particular, Vendors must not state or in any way imply to customers, or any persons, that the Vendor is employed by or working on behalf of any administering utility. Vendors must not represent to customers that SCE endorses their specific products or services. SCE does not endorse specific products, services, or companies; only energy-efficient technologies.
- Vendors must install the qualifying equipment. Equipment must be installed and operating prior to a rebate application being submitted.
- It is the Vendor's primary responsibility when sponsoring a project to ensure that installed equipment meets the terms and conditions of the Express Efficiency Program.
- Vendors may advise customers of the option to have SCE make their rebate check(s) payable to the Vendor if the customer's rebate amount is being deducted from the total sale price in advance.
 - If the rebate is made payable to the Vendor, the instructions in the *Making the Rebate Payable to Vendors* section (on page 15) must be followed.
 - These instructions include Invoice requirements (total rebate amount must deducted from the sales price and customer's original signature on invoice) and Application form requirements (information/signature/payment authorization on Forms 1 and 2).
- Vendors are required to provide to their customers a detailed invoice that includes:
 1. Date of Purchase
 2. Marked Paid (stamped or show zero balance due) or contain Terms (i.e. Net 30, Net 60, Pmt Due Date)
 3. Itemized list for each equipment type:
 - a. Make/Brand name and model number
 - b. Text description of each type of equipment installed
 - c. Quantity installed
 - d. Cost per unit
 - e. Basecase description (the old equipment being replaced)

PLUS... If rebate is directed to Vendor:

 4. Total rebate amount deducted from the sales price
 5. Customer's original signature on invoice (in ink, no copies)
- Vendors must provide customers with an applicable manufacturer's warranty for all equipment installed.
- Installations may be subject to inspection by utility personnel for the purpose of verifying that the equipment is installed and operating. Vendors demonstrating high failure rates will have 100% of subsequent jobs inspected.
- Vendors must comply with all applicable local, state, and federal laws when performing installation and related functions.
- All license requirements, if any, are the sole responsibility of the Vendor.
- Vendors may use the 2009 Express Efficiency Program name in promotional materials or advertisements. Vendors must not, however, use the name or logo of SCE in their promotional literature, advertisements or writing of any kind without the express prior written approval of SCE.
- SCE has the right to limit a Vendor's participation in the 2009 Express Efficiency Program if, in SCE's sole judgment, the Vendor fails to comply with the program's guidelines and requirements.

HVAC	Product	Install/Service
Advanced Evaporative Cooler	<input type="checkbox"/>	<input type="checkbox"/>
Central Natural Gas Furnace (92 & 94 AFUE)	<input type="checkbox"/>	<input type="checkbox"/>
Package Terminal Air Conditioners	<input type="checkbox"/>	<input type="checkbox"/>
Variable Frequency Drives (VFDS) for HVAC Fans	<input type="checkbox"/>	<input type="checkbox"/>
Variable Speed Motor (VSM) Air Handler System	<input type="checkbox"/>	<input type="checkbox"/>
Reflective Window Film	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL	Product	Install/Service
Attic Insulation	<input type="checkbox"/>	<input type="checkbox"/>
Wall Insulation	<input type="checkbox"/>	<input type="checkbox"/>
Electric Storage Water Heater	<input type="checkbox"/>	<input type="checkbox"/>
High Efficiency Appliances	<input type="checkbox"/>	<input type="checkbox"/>
Demand Response Devices	<input type="checkbox"/>	<input type="checkbox"/>
Self Generation/ Energy Storage	<input type="checkbox"/>	<input type="checkbox"/>
ENERGY STAR [®] Room Air Conditioner	<input type="checkbox"/>	<input type="checkbox"/>

MOTORS	Product	Install/Service
Premium Efficiency 200 HP and Under	<input type="checkbox"/>	<input type="checkbox"/>
Premium Efficiency Over 200 HP	<input type="checkbox"/>	<input type="checkbox"/>
Rewind	<input type="checkbox"/>	<input type="checkbox"/>
Controls and drives	<input type="checkbox"/>	<input type="checkbox"/>

FOOD SERVICE	Product	Install/Service
Commercial Electric Combination Oven	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Electric Convection Oven	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Electric Fryer	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Electric Griddle	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Ice Machines	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Steam Cooker	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Solid Door Freezers	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Solid Door Refrigerators	<input type="checkbox"/>	<input type="checkbox"/>
Demand Control Ventilation	<input type="checkbox"/>	<input type="checkbox"/>
Insulated Holding Cabinets	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE and IT	Product	Install/Service
High efficiency Copiers	<input type="checkbox"/>	<input type="checkbox"/>
Plug Load Occupancy Sensors	<input type="checkbox"/>	<input type="checkbox"/>
Back-up Power	<input type="checkbox"/>	<input type="checkbox"/>
PC Network Software (Power Management)	<input type="checkbox"/>	<input type="checkbox"/>

LIGHTING	Product	Install/Service
Bi-Level Stairwell/Hall/Garage Fixtures	<input type="checkbox"/>	<input type="checkbox"/>
Ceramic Metal Halide (CMH) Fixtures	<input type="checkbox"/>	<input type="checkbox"/>
Channel Signs (LED)	<input type="checkbox"/>	<input type="checkbox"/>
Cold Cathode Lamps	<input type="checkbox"/>	<input type="checkbox"/>
Compact and Linear Fluorescent Fixtures	<input type="checkbox"/>	<input type="checkbox"/>
Exit Signs - Light Emitting Diode (LED)	<input type="checkbox"/>	<input type="checkbox"/>
High-Intensity Discharge (HID) Fixtures	<input type="checkbox"/>	<input type="checkbox"/>
Induction Lamps and Fixtures	<input type="checkbox"/>	<input type="checkbox"/>
Interior High Bay Linear Fluorescent Fixtures	<input type="checkbox"/>	<input type="checkbox"/>
Interior Metal Halide Pulse Start Fixtures	<input type="checkbox"/>	<input type="checkbox"/>
T8 or T5 Linear Fluorescent Lamps with Electronic Ballasts (Installed)	<input type="checkbox"/>	<input type="checkbox"/>
Light tubes (Solar Lighting)	<input type="checkbox"/>	<input type="checkbox"/>
Occupancy Sensors	<input type="checkbox"/>	<input type="checkbox"/>
Photocells	<input type="checkbox"/>	<input type="checkbox"/>
Time Clocks	<input type="checkbox"/>	<input type="checkbox"/>
Screw-in Compact Fluorescent Lamps	<input type="checkbox"/>	<input type="checkbox"/>

AGRICULTURAL PRODUCTS	Product	Install/Service
Greenhouse Heat Curtain	<input type="checkbox"/>	<input type="checkbox"/>
Infrared Film for Greenhouses	<input type="checkbox"/>	<input type="checkbox"/>
Low Pressure Sprinkler Nozzles	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler to Drip Irrigation	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation Pumps	<input type="checkbox"/>	<input type="checkbox"/>

REFRIGERATION	Product	Install/Service
Anti-Sweat Heater (ASH) Controls	<input type="checkbox"/>	<input type="checkbox"/>
Auto-Closers for Main Cooler/Freezer Doors	<input type="checkbox"/>	<input type="checkbox"/>
Auto-Closers for Reach-In Cooler/Freezer Doors	<input type="checkbox"/>	<input type="checkbox"/>
Door Gaskets on Glass Doors	<input type="checkbox"/>	<input type="checkbox"/>
Door Gaskets on Solid Doors	<input type="checkbox"/>	<input type="checkbox"/>
ECM and PSC Motors	<input type="checkbox"/>	<input type="checkbox"/>
Evaporator Fan Controller for Walk-In Coolers	<input type="checkbox"/>	<input type="checkbox"/>
Insulation for Bare Suction Lines	<input type="checkbox"/>	<input type="checkbox"/>
New High Efficiency Refrigeration Display Cases	<input type="checkbox"/>	<input type="checkbox"/>
New Refrigeration Display Cases with Doors	<input type="checkbox"/>	<input type="checkbox"/>
Night Covers for Open Display Cases	<input type="checkbox"/>	<input type="checkbox"/>
Special Doors with Low/No Anti-Sweat Heat on Low Temp Display Cases	<input type="checkbox"/>	<input type="checkbox"/>
Strip Curtains for Walk-In Boxes	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer: SCE does not endorse any contractor supplier or vendor listed. SCE encourages customers to obtain more than one bid or quote when seeking energy efficiency services. SCE does not endorse or guarantee the services, work, or financial stability of the vendors listed. Vendors are listed because the vendor elected to provide his name and contact information not because they are recommended or endorsed by SCE. Any agreement between a customer and a vendor is exclusive of SCE and SCE is not a party or guarantor of that agreement.

Mail, email or fax this form to:

Southern California Edison - Customer Experience Attn: Vendor Directory PO Box 800 Rosemead, CA 91770-9934	vendordirectory@sce.com	Fax: (626)633-4892 Attn: Vendor Directory
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