

# PROOF OF WORK ORDER

www.pscleanair.org/woodstove



## INSTRUCTIONS FOR RETAILERS/INSTALLERS

- 1) Before submitting this Proof of Work Order, retailers/installers are responsible for verifying that the old device to be removed qualifies for the wood smoke reduction program by ensuring that the home is located within the program area, that the device is installed in the home, and that the device is an uncertified or pre-1995 wood stove or wood-burning fireplace insert. Wood furnaces and coal-burning devices are also eligible for replacement. Open-hearth fireplaces are not eligible for this program.
- 2) Retailers/installers are responsible for verifying that the funds are available contacting the Clean Air Agency.
- 3) In order to secure funds, a copy of the Proof of Work Order must be submitted to the Clean Air Agency when the customer orders the new device, and no later than April 30, 2011. Funds are limited and are available on a first-come, first-served basis after October 7, 2010. This Proof of Work Order can also be submitted online at [www.pscleanair.org/workorder](http://www.pscleanair.org/workorder).
- 4) Installations must be completed by June 30, 2011.
- 5) Reimbursement to the retailer/installer requires the following completed forms: (a) Coupon, (b) Proof of Work Order, (c) Certificate of Destruction, (d) Recycling Report; three photos: (1) existing installed uncertified device, (2) uncertified or pre-1995 device rendered inoperable and (3) professionally installed replacement device; and a copy of an itemized sales invoice.

## HOUSEHOLD OCCUPANT INFORMATION

Coupon #: \_\_\_\_\_ Phone #: \_\_\_\_\_  Approved for income-qualified incentives

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Replacement device chosen:  Natural Gas Stove  Natural Gas Fireplace Insert  Natural Gas Furnace  
 Whole-house Electric Heat Pump  Ductless Electric Heat Pump

As the household occupant, I hereby agree to have my uncertified or pre-1995 wood stove, wood-burning fireplace insert, wood furnace or coal-burning device removed from use, rendered inoperable, recycled and replaced with a new program-approved device.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## RETAILER INFORMATION

Retailer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Installer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Make and model of replacement device: \_\_\_\_\_

Funds to be reserved for this customer:  General Program, \$1,500  Income-qualified Program, \$3,000

As the retailer/installer, I hereby agree to remove an uncertified or pre-1995 wood stove, wood-burning fireplace insert, wood furnace or coal-burning device, render it inoperable, recycle it and replace it with a professionally installed new program-approved device.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

