



Green Loan Acceptable Proof

Introduction

Energy efficiency improvement (EEI) means improvements to or replacement of an existing building or systems, or equipment that reduces measurable energy consumption on an annual basis.

Documentation Quality – The 2 C's

Is it Clear?

All copy documentation that is sent in to us must be legible and complete. The entire document must be provided and must be clearly visible. Commsave reserves the right to reject and request new copies if the documentation received is of substandard quality

Is it Current?

All forms of documentation need to be in date and all bills, receipts etc need to be dated within the last 6 months of the green loan being provided

Acceptable Proof

This outlines the documents that Commsave consider to be a reasonable way of proving that members have carried out the original loan purpose and how to tell if what has been sent in is acceptable.

What can we accept?

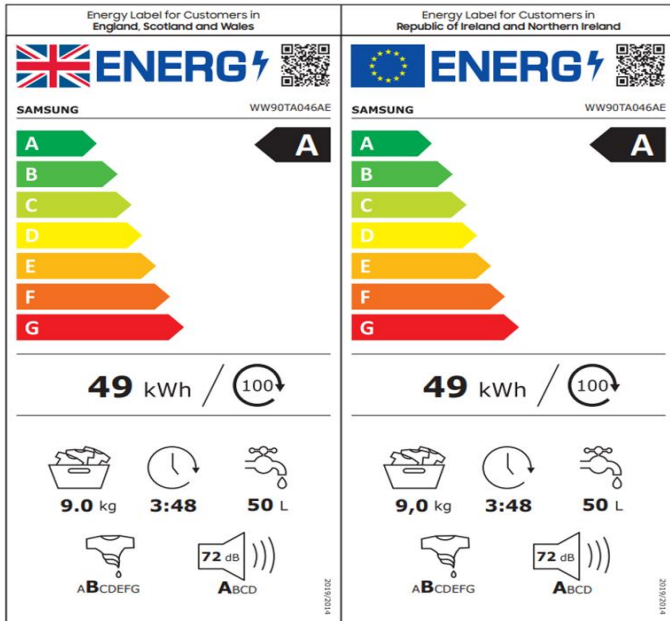
- Photo or PDF Copy of Updated EPC rating
- Invoices or receipts for goods
- Invoices of works carried out
- Progress pictures of the work before/after

COMMSAVE

Friendly • Ethical • Professional



Examples of what can be used as proof.



Example Business Name or Business Owner
123 Example Business Address
Boston, MA 02135

Example Customer Name
456 Example Customer Address
Boston, MA 02135

INVOICE

Invoice # 123456
Invoice Date 08/19/2020
Due Date 09/19/2020

Item	Description	Unit Price	Quantity	Amount
Service	Example of service in industry	25.00	4.00	100.00
Product	Example of product in industry	500.00	1.00	500.00
Discount	Example of discount in industry	-100.00	1.00	-100.00
Subtotal				600.00
Total				500.00
Amount Paid				0.00
Balance Due				\$500.00

NOTES: Provide a concise, professional description of the services, product, and discount listed above.

- 1 'Invoice'
- 2 Unique invoice number
- 3 Your company name and address
- 4 Company name and address of customer
- 5 Summary description
- 6 Date of supply
- 7 Date of the invoice
- 8 Amount of the individual goods
- 9 Total amount payable
- 10 Payment terms
- 11 Purchase order number
- 12 How to pay the invoice

Classification: Public