

# DIRECT DISCOUNT PROGRAM CONTRACTOR DOCUMENT CHECKLIST



To ensure that your Direct Discount Program applications and projects are processed as efficiently as possible, please provide the following:

## For Direct Discount Program pre-approval:

- ☐ Direct Discount Customer Agreement with pre-install signatures
- ☐ Contractor's W-9
- ☐ Pre-install photos (required for every project); photos should be clear and include:
  - a. Front of business where measures are being installed
  - b. Photos of the fixture types being replaced to identify type and wattage
  - c. A few wide shots of the areas being retrofitted to identify the quantity

Additional photos may be requested to confirm project details.

- ☐ Spec sheet (must be annotated)
- ☐ DLC/ENERGY STAR® screenshots
- ☐ PALF (Direct Discount Assessment Tool)
- ☐ Customer's PPL Electric Bill
- ☐ Quote/Cost Estimate or Scope of work Printable Report (must have contractor and customer initials)

## For final invoicing:

Once the project is complete, please submit the following documents with your Payment Request via the portal:

- ☐ Post-install photos; required for every project. Additional photos may be requested to confirm project details.
- ☐ Invoice – itemized
  - a. Include model numbers and quantities installed
  - b. Line-item crediting customer with incentive
- ☐ Direct Discount Customer Agreement with post signatures (If pre-install signatures were completed via DocuSign, we'll send the post-installation document directly to you and the customer to sign once the Payment Request is received.)
- ☐ Updated PALF (Direct Discount Assessment Tool); required only if project scope of work has changed

**Note:** Direct Discount Customer Agreement is now available via DocuSign



## Still have questions?

Contact your program team by emailing [PPLBusiness@clearesult.com](mailto:PPLBusiness@clearesult.com), or visit [ppl electric.com/BusinessRebates](http://ppl electric.com/BusinessRebates)



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