

COMPLETE PRIOR TO SITE		
Agent Name:		Date:
E-mail:		Phone #:
Customer Information		
Company / Client:		Contact Name:
Email:		Phone #: (Office or Cell):
Billing Address:		
Installation Address:		
Onsite Facilities Manager:	Phone:	Email:
ROI expected in number of years:	Reason for Customer Interest:	
Potential start date:		
Competitive bids:		

COMPLETE PRIOR TO SITE		
ELECTRIC BILL		FACILITY INFORMATION
Account Number:	Supply Rate:	Hours of operation <input type="radio"/> Monday to Friday: <input type="radio"/> Saturday: <input type="radio"/> Sunday:
Under Supply Contract: YES or NO		
Expiration Date of Contract:		
12-month usage in kWh OR Average monthly kWh?		Service Type <input type="radio"/> Single Phase 240 Volt <input type="radio"/> Three Phase 480 Volt
12-month usage in dollars?	Rate per KWH:	Mount type <input type="radio"/> Ballasted Flat Roof <input type="radio"/> Pitched Penetrating Roof <input type="radio"/> Ground Mount <input type="radio"/> Carport
Utility:	12 month	
Rate Code:	Demand Peak:	
Peak demand charges <input type="radio"/> No Peak Demand Time of day or seasonal: Rate for peak demand:	Internal Data: YES or NO If possible, please provide:	Tax liability <input type="radio"/> Client has tax liability <input type="radio"/> Client is non-profit interested in PPA. (3-year fiscal statements received)

PROJECT DETAILS

Transformer Size (Kva):	PHOTOS <ul style="list-style-type: none"> o Roof or Ground Location o Main Distribution Panel o Google earth image
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ROOF MOUNT SYSTEM

FLAT ROOF		PITCHED ROOF MOUNT (Penetrating Racking)	
Type of Roof <ul style="list-style-type: none"> o TPO o Asphalt o Bituminous (Tar) o Other: 	Type of Roof <ul style="list-style-type: none"> o Asphalt Shingle o Metal (Metal or Wood substructure) o Other 	Degree of Pitch:	Non-Penetrating Option Yes or No
Age of roof:	Roof Height:	Does the client have original blueprints of roof showing structural load factor? If yes, what is structural load capacity?	
Obstructions on roof (size by HxWxL):			

GROUND MOUNT

TYPE OF TERRAIN <ul style="list-style-type: none"> o Straight o Uneven 	SURFACE TYPE <ul style="list-style-type: none"> o Concrete/Asphalt o Grass/Field o Wooded (needs clearing) 	SIZE OF ARRAY (Physical Dimensions):
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ADDITIONAL NOTES