



## IMPORTANT REQUIREMENTS

1. Rebates are paid on heating steam traps only (not process steam traps).
2. Attach invoice for steam trap replacements or repairs (excluding labor costs, freight and taxes).
3. All required information, including invoice, must be provided before rebate can be paid.
4. To qualify for a rebate, the steam trap replacement or repairs must be made on equipment that is the facility's primary source of heat and served by natural gas from CenterPoint Energy in Minnesota.
5. All paperwork must be received by December 15 of the calendar year in which the equipment is installed. To avoid delays in rebate processing, please submit your paperwork as soon as equipment installation is complete.  
  
For any equipment installed between December 15 and December 31, please contact CenterPoint Energy for advance rebate approval.
6. Please allow six to eight weeks for rebate processing.
7. Rebate checks will be made to the name listed on the CenterPoint Energy account.
8. Steam valves are eligible for rebates only in single pipe steam systems.
9. The maximum rebate per facility is \$10,000.

### Mail completed paperwork to:

Commercial Rebate Processing  
CenterPoint Energy  
PO Box 59038  
Minneapolis, MN 55459-0038

### For more information

Call our Business Customer Hotline or visit our Web site.  
612-321-4939 (toll free 1-877-809-3803)  
[CenterPointEnergy.com/BusinessRebates](http://CenterPointEnergy.com/BusinessRebates)

**Note:** For questions about rebates for process heating equipment, please call your account manager or 612-321-4330 (1-800-234-5800, ext. 4330).

The account number is vital to processing your rebate and must be included.



# Steam trap survey for Commercial Heating System Rebate Program

Use this form for space heating equipment with failed open traps. Complete one or more forms for each building.

This is the address where the rebate check will be sent. Complete in full.

**Mailing address**  
*For company listed on CenterPoint Energy account.*  
 Company ABC Company Inc.  
 Address 123 Jefferson St.  
 City / State / ZIP Jefferson, MN 55555  
 Contact person Joe Owner  
 Contact signature \_\_\_\_\_  
 Phone ( 123 ) 456 7890 Fax ( 234 ) 567 8901  
 \*E-mail address Joe.Owner@ABC.company.net

Gas bill acct # (required)         
 Building # (if multiple buildings at same address) 242B  
 CenterPoint Energy representative (if applicable): Account Manager Name  
 Check one:  Dual pipe system  Single pipe system  
 For more information, contact:  Customer  Contractor  
 \*By providing your e-mail address, you are giving us permission to send you e-mail about the Heating System Rebate and other programs and services.

**Contractor information**  
 Company Steam Traps Inc.  
 Address 456 Jackson St.  
 City / State / ZIP Jackson, MN 55666  
 Technician Joanne Technician  
 Technician signature \_\_\_\_\_  
 Phone ( 456 ) 789 0123 Fax ( 789 ) 012 4567

Complete in full so We'll know whom to contact if necessary.

Include as much product detail as possible on the form. Include a copy of the invoice for reference.

- Please remember to include:**
- ✓ Paid in full invoice for steam trap replacements or repairs (excluding labor costs, freight and taxes).
  - ✓ Your account number in the section above.
  - ✓ Steam trap pass/fail report.

Date of survey	Area of bldg. or equip. steam traps serve	Brand	Model	Orifice size	Type	Pass / Fail (check one)	Operating pressure (PSI)	Boiler size	Full load operating hrs.	Boiler eff. rating	Btu/hr input	Qty	Unit cost (excl. taxes & labor)	Subtotal	Office use only Rebate amt. @ 35%
1. 03/04/06	Boiler Room	Trapper	ABC123	10	A	✓						10	\$ 1,000.00	\$ 10,000.00	\$ 3,500.00
2.													\$	\$ 0.00	\$ 0.00
3.													\$	\$ 0.00	\$ 0.00
4.													\$	\$ 0.00	\$ 0.00
5.													\$	\$ 0.00	\$ 0.00
6.													\$	\$ 0.00	\$ 0.00
7.													\$	\$ 0.00	\$ 0.00
8.													\$	\$ 0.00	\$ 0.00

**CENTERPOINT ENERGY BUSINESS USE ONLY**

Requesting co: 0072 CenterPoint Energy, A/P payment req  
 (Non-PO)

G/L acct 562020	Cost center	Internal order 11021956	Chg co. 0072	Amount
Date	Date required	Requested by	TOTAL	3,500.00

Approved (print) Angela Kline Approved (sign) \_\_\_\_\_

**RETURN CHECK TO COMMERCIAL REBATE PROCESSING, LASALLE PLAZA**

**FOR CENTERPOINT ENERGY USE ONLY**

SIC \_\_\_\_\_  
 Rate class \_\_\_\_\_  
 DKT saved \_\_\_\_\_

10,000.00	3,500.00
<b>Total \$</b>	<b>Rebate total \$</b>

Note: It is important that you include all copies of invoices. Also include a product specification sheet, shop drawing or owner's manual, and the steam trap survey.