



# How to Submit a Rebate Request

Commercial Customers

## The application process is a two-step process.

- A submission must first be qualified and assigned an authorization number. Receipt of an authorization number designates your project as 'approved' and holds the funds for your project.
- Once the project is completed, proof of purchase/installation must be submitted. A rebate check made payable to the SPU account holder will then be issued.

## To obtain an authorization number:

- Complete the Commercial Rebate Application in its entirety.
- Complete a Claim Sheet for each applicable project.
  - » For Custom Projects - a detailed overview of the project, including cost savings calculations and before/after product specifications must be included.
- Include cut/spec sheets for all qualified products being rebated.
- Scan all documents identified above and email to: [rebates@shakopeeutilities.com](mailto:rebates@shakopeeutilities.com)
- Upon receipt, your request will be reviewed. If all documentation is included and the submission is approved, you will receive an authorization number via email.
  - » If further information is needed to grant an authorization number, you will be contacted by email.
  - » If your request is not approved, you will be notified by email.

## To receive a rebate check:

- Upon project completion/installation, resubmit the rebate application **with an SPU account holder signature** and proof-of-purchase receipts or invoices to [rebates@shakopeeutilities.com](mailto:rebates@shakopeeutilities.com).
  - » Reference your authorization number in the subject line.
  - » Invoice(s) submitted must include itemized quantity, price, manufacturer's make and model numbers, and product codes for each item.
- Please allow 3-4 weeks for receipt of the rebate check.

NOTE: It is recommended you receive an authorization number *prior* to completing a project to ensure your project qualifies for a rebate. However, you may submit your request following completion of the project, but you are not guaranteed the project will be approved.

See the **2017 Commercial Rebate Program Instructions** for full program qualifications, terms and conditions, and release information.

NOTE: To complete, save and print the rebate application and claim sheets, please download and install the latest version of Adobe Reader [here](#). It's free!