

Subject: The River Friendly Landscape Program Receipt Requirements

Dear Landscape Contractor:

The River Friendly Landscape Program provides eligible residential and commercial customers with a rebate to replace existing turf grass with drought tolerant landscaping, upgrade irrigation systems and, replace existing irrigation controllers with water sense labeled smart irrigation controllers. The program has specific requirements for receipt submittal, and for a rebate to be processed, the City must receive an itemized receipt for all landscape materials used. This includes: plantings, trees, mulching, weed barrier and irrigation materials.

*For the rebate to be processed for the project, the City must receive a full itemized receipt/invoice from you with the following:*

- Your company name, contact information and state contractor's license number (C-27 or General contractor's license)
- All Labor and Materials separated and clearly marked
  - All Materials must be listed with price and quantity for each
  - If customers participate in two or more rebates (example: any combination turf conversion, irrigation upgrade, and water sense labeled irrigation controllers), itemized receipts should be provided for each rebate or one itemized receipt clearly separating labor and materials for each rebate. Customers who are participating in turf conversion cannot participate in irrigation upgrade rebate for the same area.
- Project Start Date
- Project Finish Date
- Grand Total
- Date, Type and Amount of Customer's payment, and whether it was paid in full

As the contractor hired to complete the renovation project for a River Friendly Landscape customer, it is important that you understand the City's requirements so that the customer gets the most out of their experience with their landscape renovation, and the River Friendly Landscape Program.

Please see the attached example receipts for examples.

If you have any questions on the Receipt Requirements for the River Friendly Landscape Program, please email us at [riverfriendly@cityofsacramento.org](mailto:riverfriendly@cityofsacramento.org) or call our office at (916) 808-1337. When making an inquiry, please let us know the name and address of your customer.

Best Regards,

The Water Conservation Office  
City of Sacramento  
Department of Utilities  
(916) 808-1337  
[riverfriendly@cityofsacramento.org](mailto:riverfriendly@cityofsacramento.org)

## Invoice for Materials and Labor

Project Start Date: \_\_\_\_\_

Project Finish Date: \_\_\_\_\_

Company Name  
Company Address  
Contractor License#  
Company Phone Number  
Company Email Address

Customer Name  
Customer Address  
Sacramento, CA, ZIP  
Customer Phone Number  
Customer Email Address

Description	Quantity	Unit Price	Total price
<b>Labor:</b>			
Labor for Sod Removal	10 Hrs.	\$55.00/Hr.	\$550.00
Labor for Planting and Mulch Installation	40 Hrs.	\$55.00/Hr.	\$2,200.00
Labor for Irrigation Controller(s) Installation	2 Hrs.	\$100.00/Hr.	\$200.00
Labor for Irrigation upgrade Installation	4 Hrs.	\$50.00/Hr.	\$200.00
Subtotal for Labor			\$3,150.00
<b>Materials (tax included):</b>			
	Quantity	Unit Price	Total price
Teucrium Fruticans	7	\$12.00	\$84.00
Iris Douglasiana	2	\$5.00	\$10.00
Salvia Leucantha	2	\$4.50	\$9.00
Buddledja Royal Red	2	\$4.00	\$8.00
Coral Bells	4	\$4.50	\$18.00
Crape Myrtle	1	\$46.50	\$46.50
Irrigation valve	2	\$20.0	\$40.00
Dripline	100 ft	\$0.50	\$50.00
Pressure regulator/filter	2	\$25.00	\$179.00
Mex Pebble	20 CY	\$20.00/CY	\$400.00
Small Bark	6 CY	\$40.00/CY	\$240.00
Subtotal for Materials			\$1,116.00
Tax for Materials (8.5%)			\$94.86
<b>Grand Total:</b>			<b>\$4360.86*</b>

\*The total of your labor and material prices may vary. This is strictly an example.

Payment date: \_\_\_\_\_

Paid amount: \_\_\_\_\_

**PAID**

Total due balance: \$0.00

“Please indicate payment type”

Paid by:

1. Check please provide number: \_\_\_\_\_
2. Credit/debit card please provide last four digits: \_\_\_\_\_
3. Cash
4. Other (explain

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