



**Port Alice**   
Gateway to the Wild West Coast



Wood Stove Change out Program

**TRACKING FORM**

**(Required for \$250 Rebate)**

**Important: Rebate Money is Limited**

Please follow the below steps to ensure the customer will receive the \$250 rebate for their wood stove or insert change out.

**In order for the customer to receive the \$250 rebate the following steps must be completed at time of sale:**

**1) Call: Tanya Spafford @ (250) 284-3391**

Retailer to call local government Wood Stove Change Out Program coordinator to confirm that rebate money is still available and to receive a tracking number.

**2) Inform the customer:**

- That an old wood appliance must be exchanged for a qualifying wood, pellet, electric or gas stove or insert (for more information – see guidelines document)
- That the old wood appliance must be recycled to guarantee the rebate money
- Rebate money is limited therefore those who complete both buying and recycling are eligible first

**3) Tracking Form:**

- Customer to fill out first part of attached tracking form and then give back to retailer
- If the customer has brought in the old appliance to the retailer or recycled at one of the landfills listed below and provides verification to you – then the retailer can fill out the second part of the form and the \$250 rebate will be guaranteed.
- If the appliance has not been recycled or brought in to the retailer at the time of the sale then the retailer will fill out the retailer portion of the tracking form after recycling.

**4) Retailers to Fax:**

- Sales invoice for new qualifying appliance and Completed Tracking Form to: Village Office @ 250-284-3416 the \$250 cheque will then be mailed to the participant using the information supplied in the Tracking Form.

**Tracking Number:** \_\_\_\_\_

Port Alice Wood Stove

Change out Program

**TRACKING FORM - Required for \$250 Rebate**

**Ph: (250) 284-3391 Fax to: (250) 284-3416**

**Customer to complete:**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Location of installation: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Estimated cords of wood used annually (full cords = 4ft x 8ft.x 4ft.): \_\_\_\_\_  
Customer Signature: \_\_\_\_\_

**Retailer to complete: (to verify old wood appliance has been recycled)**

**Old System:** Wood \_\_\_\_\_ Gas \_\_\_\_\_ Pellet \_\_\_\_\_ Other \_\_\_\_\_  
Model: \_\_\_\_\_  
Make: \_\_\_\_\_

**New System:** Stove: \_\_\_\_\_ Fireplace Insert: \_\_\_\_\_ Other: \_\_\_\_\_  
Fuel Type: Wood \_\_\_ Gas\_\_\_ Pellet\_\_\_ Other: \_\_\_\_\_  
Model: \_\_\_\_\_  
Make: \_\_\_\_\_

**Store Name:** \_\_\_\_\_  
Tel: \_\_\_\_\_  
Location: \_\_\_\_\_

Old Wood Heating System Dismantled and Recycled By: \_\_\_\_\_  
Where recycled and date: \_\_\_\_\_  
(if customer has recycled – provide landfill receipt)  
Verified by Store Manager/Employee: \_\_\_\_\_  
Signature: \_\_\_\_\_