



## Guidance for quotes for energy efficient equipment for Small medium Enterprises (SMEs)

**Purpose:** to ensure that SMEs obtain competitive and independent fixed quotes suitable for Smart Energy, Greater Lincolnshire's grant process in the correct form, first time.

The installers are likely to give all this information and more on their quote. However, if anything is missing we would have to ask for it, causing delays to everyone involved.

Although businesses will no longer be able to claim the Government's Enhanced Capital Allowance Scheme ECA on new purchases of ETL equipment from April 2020, the [Annual Investment Allowance \(AIA\)](#) scheme is another form of accelerated tax relief which businesses can consider when buying new equipment. The AIA was temporarily increased from 1 January 2019 for 2 years. The Energy Technology List will continue to function as an easy-to-use source of information for organisations seeking independently verified energy efficient equipment. More information can be found on the [government website](#).

### For lighting, quotes should include:

- number and wattage of lamps before
- number and wattage of lamps after
- which areas are lit (it is important that all quotes use the same so they can be compared fairly.)
- hours of use. It is important that all quotes use the same so they can be compared fairly.
- any control equipment added which changes the hours of use, and what the new hours of use are.
- explanation of why the new lamps are suitable (for instance, reference to a lighting standard for a particular kind of work environment or to expressed customer requirements.)
- Any additional benefit such as:
  - improved brightness and colour tone of light
  - reduced maintenance via bulb changes
  - any warranties
  - any quality standards
  - if the installer / equipment claims additional environmental benefits above the obvious energy savings.

### For heating, quotes should include:

- Wattage of heating system before (example be 1 No. boiler (70kW), or 3 No. electric fan heaters, 2kW.)
- Number of units and wattage of heating system after
- Hours of use (it is important that all quotes use the same so they can be compared fairly.)
- Any control equipment added which changes the hours of use, and what the new hours of use are.
- Which areas are heated. It is important that all quotes use the same so they can be compared fairly.



- Explanation of why the new heating system is suitable (for instance, reference to a heating standard for a particular kind of work environment or to expressed customer requirements.)
- Any additional benefit such as:
  - Reduced maintenance
  - Improved comfort to staff
  - Any warranties
  - Any quality standards
  - If the installer / equipment claims additional environmental benefits above the obvious energy savings.