



CORE Voucher Redemption Checklist

Redemption Processing will begin once the equipment is ready for delivery.

Email the following documents to CaliforniaCORE@tetrattech.com

- **Signed Final Invoice** – must be signed by the purchaser and show the final purchase price less the voucher amount and any other additional incentive funding. It must also provide:
 - Equipment base price
 - Voucher discount
 - All applicable taxes and fees
 - Serial number and / or VIN

- **Financing Documentation** – copy of check, money transfer, or financial arrangements identifying the lien holder and indicating terms of lease

- **Delivery Bill of Lading** – must be signed and dated at delivery location

- **Digital photos of equipment showing:**
 - Equipment from left side – showing completed equipment with applicable numbering
 - Model identification tag number
 - Odometer or hour meter

After the documentation identified above has been emailed to CaliforniaCORE@tetrattech.com, the VPC will generate the Voucher Redemption and Equipment Inspection Form (3-page document):

- **CORE Voucher Redemption and Inspection Form** to be signed by authorized dealer and equipment purchaser – original of this document must be sent in the mail

Questions?

Email CaliforniaCORE@tetrattech.com

