



# Sign Off Procedure

**Evidence Submission:** After each successful installation, it is mandatory to submit photo and video evidence using the AIP site / app.

**Rebate Qualification:** To qualify for the rebate, evidence submission is required for leads provided by the SuperFOIL team, as well as for leads generated independently.

**Submission Method:** All evidence submissions should be made through the official SuperFOIL app.

**Required Evidence:**

- 6 Photos: Two each from BEFORE, DURING, and AFTER the job (6 photos in total).
- 2 Videos: One from BEFORE and one from AFTER the job (2 videos in total).
- 1 Photo of the invoice to verify the purchased product amount. The SuperFOIL team may cross-check this with the merchant where the product was purchased.

**Confirmation:** The SuperFOIL team will send an email confirmation upon receiving the photos and videos, indicating the completion of the job.

**Annual Visit:** As a minimum requirement, the SuperFOIL team will conduct at least one site visit per installer per year.

**Client Follow-Up:** After job completion, regular follow-up calls to the client will be conducted by the SuperFOIL team.

By following this sign-off procedure, you can ensure compliance with the Approved Installer Programme and maintain eligibility for rebates and support from the SuperFOIL team.

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