

Instructions to the Electricity Retailer for Completing Table D and Description of Contract Price Offer:

1. The contract price must be expressed as a total monthly number, identified as “Estimated Electricity Line Monthly Total”, and must include all amounts payable by the low-volume consumer under the contract with respect to the supply or delivery of electricity to the low-volume consumer other than interest, penalties, cancellation fees or charges and any taxes payable. The total monthly number must be broken down to show each element of the contract price separately. The total monthly number must be expressed as a dollar amount, calculated using the same assumptions for the low-volume consumer’s monthly consumption (including the consumer’s Time-of-Use consumption profile) as are used in Tables A, B and C.
2. The commodity component of the contract price must be expressed per kilowatt-hour of electricity. Any other component of the contract price that varies based on consumption must also be expressed per kilowatt-hour of electricity. Any other component of the contract price that does not vary based on consumption must be expressed as a fixed amount per month.
3. If the commodity component of the contract price is or is based on a market price, the commodity price shown by the Retailer must be based on a reasonable forecast of the market price covering a period of at least 6 months. The Retailer must also include a narrative description of the market price and identify that the market price is based on a forecast and will change over the term of the contract.
4. If any component of the contract price will change over the term of the contract, a separate total monthly number, broken down and identified as described above, must be included that is based on each price. The only exception is that separate total monthly numbers are not required to reflect changes in the market price in cases where the contract price is or is based on a market price. The Retailer must identify in each case when a given contract price applies during the term of the contract.
5. Each separate total monthly number included in Table D shall include the forecast amount for the Global Adjustment as indicated in Tables A B and C, shown on a separate line as specified in Table D.
6. Only one contract price offer may be included in Table D and the Description of Contract Price Offer. Where a single contract includes more than one offer (in other words, the contract requires the low-volume consumer to select amongst two or more price offers set out in the contract), separate price comparison documents comprised of Tables A, B, C and D and the Description of Contract Price Offer must be used for each price offer. Where more than one contract is being offered to a low-volume consumer, separate price comparison documents comprised of Tables A, B, C and D and the Description of Contract Price Offer must be used for each contract price offer.
7. All information set out in Table D and the Description of Contract Price Offer shall be in Arial 11 font or larger Arial font. Where additional space is required to describe the Retailer’s offer, additional pages may be used. If additional pages are used, the following text must appear in the text box in the Description of Contract Price Offer: Offer continues on page(s) x.
8. Price Comparisons must, when used in hard copy, be presented together and attached in some fashion to make it clear that the pages are all part of one document.
9. Retailers may enter a document control number in the form field on the last page of the document. The document control number must be in a font size no larger than Arial 8, and may be numeric, alphabetic, or alpha-numeric but may not include the retailer’s name or a date.