



YOUR COMPANY NAME
123 MAIN STREET
TOWN, STATE AND ZIP
(123) 456-7890

HVAC SERVICE ORDER INVOICE

1001

BILL TO _____

UNIT	UNIT
NAME	NAME
MODEL	MODEL
SERIAL NUMBER	SERIAL NUMBER

NAME _____
STREET _____ DATE _____
CITY _____ PHONE _____
PHONE (HOME) _____ PHONE (WORK) _____ SCHED. TIME _____
TECHNICIAN _____
WORK TO BE PERFORMED _____

ENVIRONMENTAL CHECK LIST		
CONDENSING UNIT	QTY.	TYPE/DISPOSITION
<input type="checkbox"/> RECOVERED		
<input type="checkbox"/> RECYCLED		
<input type="checkbox"/> RECLAIMED		
<input type="checkbox"/> RETURNED		
<input type="checkbox"/> DISPOSAL		
<input type="checkbox"/> DISMANTLED		
<input type="checkbox"/> CHANGED OUT/REPLACED		TOTAL \$

WORK PERFORMED	
CONDENSING UNIT	FURNACE/ELEC.HTR
REPLCD UNIT	REPLCD UNIT
CHNGD COMPRESSOR	REPLCD-BAND/VALVE
CHNGD MOTOR	REPLCD-SCROLL/PLATE
CHNGD CHARGE	CHNGD BURNERS
ADD FRESH	CHNGD MOTOR
CLND COILS	CLND BLOWER
REPAIRD LEAK	REPLCD UNIT
DLCD MOTOR	RPRD WIRING
REPLCD FUSE	LIT PILOT
INSTALL DISCONNECT	REPLCD TRANSFORMER
RPRD WIRING	NEW HEAT KIT
REPLCD CONTRACTOR	ADJUSTMENT
REPLCD CAPACITOR	CO TEST
REPLCD RELAY	DLCD MOTOR
ADJUSTMENT	REFRIGERATION
NEW FILTER/DRN	REPLCD-LEAK STOP
	RPRD WIRING
	HARD-START KIT

DESCRIPTION OF WORK PERFORMED

QTY	MATERIALS & SERVICES	UNIT PRICE	AMOUNT	HR	LABOR	RATE	AMOUNT
	REFRIGERANT R- LBS.						
>	FILTERS X X						
TOTAL MATERIALS							

EVAPORATOR COIL	
REPLCD UNIT	CHNGD-COMPRESSOR
REPLCD UNIT	REPLCD THERMOSTAT
REPLCD LEAK	REPLCD DEFRIST TOOL
SEAL	RPRD LEAK
REPLCD EXP. DEVICE	ADD FRESH
CLND COIL	ELND/DEPR. COIL
CLND DRAIN	ADJUSTMENT
REPLCD FAN	REPLCD-CTRL
REPLCD PVC	WINDOW UNIT
ADJUSTED	REPLCD UNIT
INSTALLED	CLEANED
ADJUSTED	ADD FRESH
REPLACED	REPLCD-STAT/SWITCH
REPLACED	CHNGD-COMPRESSOR
REPLACED	CHNGD-FAN MOTOR
FILTERS	<input type="checkbox"/> CLEANED <input type="checkbox"/> REPLACED

TERMS _____

I have authority to order the work outlined above which has been satisfactorily completed. I agree that Seller retains title to equipment/materials furnished until final payment is made. If payment is not made as agreed, Seller can remove said equipment/materials at Seller's expense and/or impose a 2% handling fee on the entire amount contained in the Seller/Buyer transaction. Any damage resulting from said removal shall not be the responsibility of Seller.

CUSTOMER SIGNATURE _____ DATE _____

METHOD OF PAYMENT

CASH CHECK DRIVERS LIC. NO.

CREDIT CARD MC VISA AMEX EXP. DATE _____

CC NO. _____

LIMITED WARRANTY: All materials, parts and equipment are warranted by the manufacturers' or suppliers' written warranty only. All labor performed by the above named company is warranted for 30 days or as otherwise indicated in writing. The above named company makes no other warranties, express or implied, and its agents or technicians are not authorized to make any such warranties on behalf of above named company.

REGULAR WARRANTY

SERVICE CONTRACT

Thank You

TOTAL SUMMARY	
TOTAL MATERIALS	
TOTAL LABOR	
TRAVEL CHARGE	
TAX	
TOTAL	