

# HVAC SERVICE ORDER/INVOICE

**YOUR BUSINESS NAME HERE**

PHONE NUMBER LINE  
ADDRESS LINE  
ADDITIONAL ADDRESS LINE  
YOUR CITY, STATE 12345

123456

**BILL TO**

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THIS WORK IS TO BE

C.O.D.     CHARGE     NO CHARGE

MAKE	MAKE
MODEL	MODEL
SERIAL NUMBER	SERIAL NUMBER

NAME				ENVIRONMENTAL CHECK LIST			WORK PERFORMED							
STREET			DATE	WORK PERFORMED	QTY.	TYPE/DISPOSITION	CONDENSING UNIT		COND'SATE DRAINS					
CITY			PROMISED	<input type="checkbox"/> RECOVERED			LEVELED		CLEANED MAIN DRAIN					
PHONE		CALL BEFORE		<input type="checkbox"/> RECYCLED			CLEANED COIL		REPAIRED MAIN DRAIN					
		<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		<input type="checkbox"/> RECLAIMED			CHECKED CHARGE		CLEANED PAN DRAIN					
TECHNICIAN		AUTHORIZED BY		<input type="checkbox"/> RETURNED			REPAIRED LEAK IN COIL		REPAIRED PAN DRAIN					
				<input type="checkbox"/> DISPOSAL			REPAIRED LEAK IN COPPER		FURN. OR FAN COIL					
WORK TO BE PERFORMED				<input type="checkbox"/> DISMANTLED		<b>TOTAL \$</b>	#REF.		REPLACED BELT					
				<input type="checkbox"/> CHANGED OUT/REPLACED			CHECKED MOTOR		ADJUSTED BELT					
QTY.	MATERIALS & SERVICES		UNIT PRICE	AMOUNT	DESCRIPTION OF WORK PERFORMED			CHANGED MOTOR	REPLACED PULLEY					
	REFRIGERANT R-	LBS.			<b>SAMPLE - VOID FORM 240044 COLORS AVAILABLE BLACK REFLEX BLUE GREEN PMS 347 BURGUNDY PMS 221 Parts Available 3 Part Only 2nd part 3rd part Yellow Mamila Tag</b>			REPLACED BELT	ADJUSTED PULLEY					
								ADJUSTED BELT	CLEANED BLOWER					
								REPLACED CONTACTOR	REPLACED BEARINGS					
								REPL. START. RELAY	OILED MOTOR					
								REPL. START. CAPACITOR	OILED BEARINGS					
								REPLACED RUN CAPACITOR	CLEANED HEAT EXCH.					
								CLEANED OR ADJ. CONTACTOR	REPLACED HEAT EXCH.					
								REPAIRED WIRING	CLEANED OR ADJ. PILOT					
								REPLACED FUSE	REPLACED THERMOCOUPLE					
								REPLACED COMPRESSOR	REPLACED VALVE					
					EVAPORATOR COIL		REPLACED VALVE							
					REPLACED EXP. VALVE	CLEANED BURNERS								
					ADJUSTED EXP. VALVE	DUCT								
	FILTERS	X X			REPLACED CAP. TUBE	REPAIRED								
	FILTERS	X X			CLEARED CAP. TUBE	ADJUSTED								
	BELTS				REPAIRED COIL LEAK	THERMOSTAT								
					REPAIRED COPPER CONN.	REPLACED								
					CLEANED COIL	ADJUSTED								
<b>TOTAL MATERIALS</b>							LEVELED COIL							
HRS.	LABOR		RATE	AMOUNT	RECOMMENDATIONS			ELECT. HTR.	CLG TOWER					
							REPLACED LINK	CLEANED						
							REPLACED KLIX							
							REPAIRED WIRE	PUMP(S)						
							REPAIRED CONT.	GREASED						
								REPAIRED						
<b>TOTAL LABOR</b>							FILTERS	<input type="checkbox"/> CLEANED <input type="checkbox"/> REPLACED						
<b>TERMS</b> TERMS IMPRINT AREA.  <small>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. Any damage resulting from said removal shall not be the responsibility of Seller.</small>					<b>LIMITED WARRANTY:</b> 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.					<b>TOTAL SUMMARY</b>				
										TOTAL MATERIALS				
										TOTAL LABOR				
										TRAVEL CHARGE				
										TAX				
<b>TOTAL</b>														

REGULAR     WARRANTY  
 SERVICE CONTRACT

**Thank You**

X  
CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_