

YOUR BUSINESS NAME HERE

PHONE NUMBER LINE

ADDRESS LINE

ADDITIONAL ADDRESS LINE

YOUR CITY, STATE 12345

# HVAC

## SERVICE ORDER/INVOICE

123456

BILL TO

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"/> A.M.                 | <input type="checkbox"/> RECYCLED   |                  |                 | CLEANED COIL              |                                  | REPAIRED MAIN DRAIN               |  |
| TECHNICIAN  |                      |  | AUTHORIZED BY | <input type="checkbox"/> P.M.                 | <input type="checkbox"/> RECLAIMED  |                  |                 | CHECKED CHARGE            |                                  | CLEANED PAN DRAIN                 |  |
|   |                      |  |               |   | <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           |   | TOTAL \$         | #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.  |  |               |   |   |                  |                 | 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       |                                  | REPAIRED VALVE                    |  |
|   |                      |  |               |   |   |                  |                 | EVAPORATOR COIL           |                                  | REPLACED VALVE                    |  |
|   |                      |  |               |   |   |                  |                 | REPLACED EXP. VALVE       |                                  | CLEANED BURNERS                   |  |
|   |                      |  |               |   |   |                  |                 | ADJUSTED EXP. VALVE       |                                  | DUCT                              |  |
|   |                      |  |               |   |   |                  |                 | REPLACED CAP. TUBE        |                                  | REPAIRED                          |  |
|   |                      |  |               |   |   |                  |                 | CLEARED CAP. TUBE         |                                  | ADJUSTED                          |  |
|   |                      |  |               |   |   |                  |                 | REPAIRED COIL LEAK        |                                  | THERMOSTAT                        |  |
|   |                      |  |               |   |   |                  |                 | REPAIRED COPPER CONN.     |                                  | REPLACED                          |  |
|   |                      |  |               |   |   |                  |                 | CLEANED COIL              |                                  | ADJUSTED                          |  |
| TOTAL MATERIALS   |                      |  |               |   |   |                  |                 | LEVELED COIL              |                                  |                                   |  |
| HRS.  | LABOR                |  | RATE          | AMOUNT  | RECOMMENDATIONS   |                  |                 | ELECT. HTR.               |                                  | CLG TOWER                         |  |
|   |                      |  |               |   |   |                  |                 | REPLACED LINK             |                                  | CLEANED                           |  |
|   |                      |  |               |   |   |                  |                 | REPLACED KLIX             |                                  |                                   |  |
|   |                      |  |               |   |   |                  |                 | REPAIRED WIRE             |                                  | PUMP(S)                           |  |
|   |                      |  |               |   |   |                  |                 | REPAIRED CONT.            |                                  | GREASED                           |  |
|   |                      |  |               |   |   |                  |                 |                           |                                  | REPAIRED                          |  |
| TOTAL LABOR   |                      |  |               |   |   |                  |                 | FILTERS                   | <input type="checkbox"/> CLEANED | <input type="checkbox"/> REPLACED |  |
| TERMS   |                      |  |               |   | <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.<br><input type="checkbox"/> REGULAR <input type="checkbox"/> WARRANTY<br><input type="checkbox"/> SERVICE CONTRACT | TOTAL SUMMARY    |                 |                           |                                  |                                   |  |
| TERMS IMPRINT AREA.<br><br>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.<br><br>X<br>CUSTOMER SIGNATURE DATE |                      |  |               |   |   | TOTAL MATERIALS  |                 |                           |                                  |                                   |  |
|   |                      |  |               |   |   | TOTAL LABOR      |                 |                           |                                  |                                   |  |
|   |                      |  |               |   |   | TRAVEL CHARGE    |                 |                           |                                  |                                   |  |
|   |                      |  |               |   |   | TAX              |                 |                           |                                  |                                   |  |
| TOTAL   |                      |  |               |   |   |                  |                 |                           |                                  |                                   |  |

Thank You