Your Logo Here

# HVAC
# Service Order Invoice

## CONTACT INFORMATION

NAME

STREET

CITY STATE ZIP

PHONE (Mobile/Home) PHONE (Work)

## UNIT INFORMATION

| MAKE | MAKE |
|---|---|
| MODEL | MODEL |
| SERIAL # | SERIAL # |

## DESCRIPTION OF WORK

## RECOMMENDATIONS

## TERMS

I have authority to order the work above which has been satisfactorily completed. I agree that Seller retains title to equipment/materials until final payment is made. If payment is not made as agreed seller can remove equipment/ materials at Seller's expense. Any damage resulting from said removal shall be the responsibility of the Seller.

**CUSTOMER SIGNATURE** **DATE**

## PAYMENT METHOD

CASH ☐ CHECK ☐

CREDIT CARD MC ☐ Visa ☐ Amex ☐ EXP. DATE

CREDIT CARD NUMBER

## ENVIRONMENTAL COMPLIANCE

| CONDENSING UNIT | QTY | DESCRIPTION |
|---|---|---|
| | | |
| | | |
| | | |

TOTAL $

| QTY | MATERIALS & SERVICES | UNIT $ | AMOUNT |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

TOTAL $

| LABOR DESCRIPTION | RATE | AMOUNT |
|---|---|---|
| | | |
| | | |
| | | |

TOTAL $

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 technicains are not authorized to make any such warranties on behalf of above named company. REGULAR ● WARRANTY ● SERVICE CONTRACT ●

## CHECK LIST

COMPRESSOR

CONDENSER COIL

REFRIGERANT

FAN & MOTOR

PUMPS

EVAPORATOR COIL

CONDENSATE AREAS

AIR FILTERS

HEATING ASSEMBLY

ELECTRICAL COMPONENTS

THERMOSTAT

**THANK YOU FOR YOUR BUSINESS**