



Your Company Name
 123 Company Lane - New York, NY 12345
 Tel. (123) 456-7890 - Fax. (123) 456-7890

HVAC SERVICE ORDER - INVOICE

0001

CONTACT INFORMATION		PAYMENT METHOD	
NAME		CASH <input type="checkbox"/> CHECK <input type="checkbox"/>	
STREET		CREDIT CARD MC <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> EXP. DATE	
CITY	STATE	ZIP	CREDIT CARD NUMBER
PHONE (Mobile/Home)		PHONE (Work)	
UNIT INFORMATION		ENVIRONMENTAL COMPLIANCE	
MAKE		CONDENSING UNIT	QTY
MODEL			DESCRIPTION
SERIAL #			
DESCRIPTION OF WORK		TOTAL \$	
	QTY	MATERIALS & SERVICES	UNIT \$
			AMOUNT
RECOMMENDATIONS		TOTAL \$	
TERMS		TOTAL \$	
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.		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 <input type="checkbox"/> WARRANTY <input type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/>	
CUSTOMER SIGNATURE		DATE	

CHECK LIST
COMPRESSOR
CONDENSER COIL
REFRIGERANT
FAN & MOTOR
PUMPS
EVAPORATOR COIL
CONDENSATE AREAS
AIR FILTERS
HEATING ASSEMBLY
ELECTRICAL COMPONENTS
THERMOSTAT