Your Company Logo

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

HVAC SERVICE ORDER

0001

BILL TO

THIS WORK IS TO BE
☐ C.O.D. ☐ CHARGE ☐ NO CHARGE

MAKE	MAKE
MODEL	MODEL
SERIAL NUMBER	SERIAL NUMBER

NAME

STREET | DATE

CITY | PROMISED

PHONE | CALL BEFORE ☐ A.M. ☐ P.M.

TECHNICIAN | AUTHORIZED BY

WORK TO BE PERFORMED

QTY.	MATERIALS & SERVICES	UNIT PRICE	AMOUNT
	REFRIGERANT R- LBS.		
	FILTERS X X		
	FILTERS X X		
	BELTS		
	TOTAL MATERIALS		

HRS.	LABOR	RATE	AMOUNT
	TOTAL LABOR		

TERMS

TERMS IMPRINT AREA.

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.

X
CUSTOMER SIGNATURE DATE

ENVIRONMENTAL CHECK LIST

WORK PERFORMED	QTY.	TYPE/DISPOSITION
☐ RECOVERED		
☐ RECYCLED		
☐ RECLAIMED		
☐ RETURNED		
☐ DISPOSAL		
☐ DISMANTLED ☐ CHANGED OUT/REPLACED		**TOTAL $**

DESCRIPTION OF WORK PERFORMED

RECOMMENDATIONS

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

WORK PERFORMED

CONDENSING UNIT		COND'SATE DRAINS	
LEVELED		CLEANED MAIN DRAIN	
CLEANED COIL		REPAIRED MAIN DRAIN	
CHECKED CHARGE		CLEANED PAN DRAIN	
REPAIRED LEAK IN COIL		REPAIRED PAN DRAIN	
REPAIRED LEAK IN COPPER		FURN. OR FAN COIL	
#REF.		REPLACED BELT	
CHECKED MOTOR		ADJUSTED BELT	
CHANGED MOTOR		REPLACED PULLEY	
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	
LEVELED COIL			
ELECT. HTR.		CLG TOWER	
REPLACED LINK		CLEANED	
REPLACED KLIX			
REPAIRED WIRE		PUMP(S)	
REPAIRED CONT.		GREASED	
		REPAIRED	
FILTERS	☐ CLEANED	☐ REPLACED	

TOTAL SUMMARY

TOTAL MATERIALS	
TOTAL LABOR	
TRAVEL CHARGE	
TAX	
TOTAL	

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