

HVAC MAINTENANCE INVOICE

INVOICE NO.
DATE
SERVICE DATE
DUE DATE

CUSTOMER / BILLING INFORMATION

SERVICE LOCATION (IF DIFFERENT)

HVAC SYSTEM SPECIFICATIONS

SYSTEM TYPE / UNIT
MANUFACTURER / BRAND
MODEL NUMBER
SERIAL NUMBER
LOCATION OF UNIT
FILTER SIZE
REFRIGERANT TYPE
THERMOSTAT TYPE

MAINTENANCE CHECKLIST COMPLETED

- Filters Replaced / Cleaned
- Condenser Coil Cleaned
- Evaporator Coil Inspected
- Condensate Drain Cleared
- Refrigerant Level Checked
- Electrical Connections Secured
- Thermostat Calibrated
- Blower Motor Inspected
- Heating/Cooling Cycle Tested

PARTS, MATERIALS & LABOR

DESCRIPTION OF SERVICE / PART	QTY	UNIT PRICE	TOTAL

TECHNICIAN RECOMMENDATIONS & NOTES

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Subtotal _____

Tax Rate _____

Tax Amount _____

Total Due _____

Technician Signature

Customer Signature