

INVOICE

[Company Name]
[Address Line 1]
[Phone Number] | [Email]

Invoice #: _____
Date: _____
Tech ID: _____

BILL TO:

[Customer Name]
[Service Address]
[City, State, Zip]

SYSTEM INFO:

Unit Brand: _____
Model #: _____
Serial #: _____

Annual Cooling Maintenance Checklist

- Clean/Replace Air Filters
- Inspect Evaporator Coil
- Clean Condenser Coil
- Check Refrigerant Levels
- Inspect Electrical Connections
- Flush Condensate Drain
- Test Thermostat Calibration
- Lubricate Moving Parts

Description of Services / Parts	Qty	Price	Total
Annual AC Tune-Up & Inspection	1		

Description of Services / Parts

Qty

Price

Total

Subtotal: \$ _____

Tax: \$ _____

Grand Total: \$ _____

Notes / Recommendations: