

HVAC MAINTENANCE INVOICE

[Company Name]

[License # / Contact Info]

INVOICE #
DATE

BILL TO:
SERVICE LOCATION:

UNIT INFORMATION (MODEL/SERIAL/LOCATION)

MAINTENANCE CHECKLIST

â–ª Filter Replacement
â–ª Belt Inspection/Tension
â–ª Coil Cleaning (Evap/Cond)
â–ª Condensate Drain Clear
â–ª Electrical Connections
â–ª Amp Draw Motors
â–ª Refrigerant Charge
â–ª Thermostat Calibration
â–ª Lubricate Bearings

Description of Service / Parts	Qty	Unit Price	Total

TECHNICIAN NOTES:

Subtotal: \$
Tax: \$
Total Amount: \$

TECHNICIAN SIGNATURE
CUSTOMER ACCEPTANCE