

DATE:	
TIME IN:	TIME OUT:
TECH #1:	
TECH #2:	

**YOUR COMPANY NAME HERE**  
 STREET ADDRESS  
 CITY, STATE ZIP  
 PHONE 123-456-7890

<input type="checkbox"/> JOB COMPLETED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> FOLLOW UP SCHEDULED	DATE:	
<input type="checkbox"/> WARRANTY	<input type="checkbox"/> YES	<input type="checkbox"/> NO

TROUBLE REPORTED	SERVICE TYPE	NAME	HOME PHONE
	<input type="checkbox"/> DUCTS	STREET	WORK PHONE
	<input type="checkbox"/> INVOICE	CITY STATE ZIP	ALTERNATE PHONE #
	<input type="checkbox"/> INSTALL	BILL TO	PHONE
	<input type="checkbox"/> TUNE-UP	STREET	CUST. PO #
	<input type="checkbox"/> MISC.	CITY STATE ZIP	<i>Thank You!</i>
		PERSON REQUESTING SERVICE	

MANUFACTURER	MODEL	SERIAL NUMBER	EST. AGE	UNIT ID NUMBER	SYSTEM CONDITION	LOCATION OF UNIT
					E G P U	
					E G P U	
					E G P U	

DESCRIPTION OF WORK PERFORMED	QUANTITY	REPAIR CODE	ITEM OR PART DESCRIPTION	INTL' OK	AMOUNT

RECOMMENDATIONS	TERMS: DUE UPON COMPLETION	FLAT RATE PRICE
<p align="center">I HAVE THE AUTHORITY TO ORDER THE ABOVE WORK AND DO SO ORDER AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FINAL &amp; COMPLETE PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF.</p> <p align="center">_____ AUTHORIZED SIGNATURE</p> <p><input type="checkbox"/> CASH   <input type="checkbox"/> CHECK # _____   DRIVERS LIC # _____</p> <p><input type="checkbox"/> CREDIT CARD   CARD # _____   EXP. DATE _____</p>		
		<b>SUB TOTAL</b>
		<b>TAX</b>
		<b>TOTAL DUE</b>

TECHNICIAN SIGNATURE _____	ABOVE ORDERED WORK HAS BEEN COMPLETED AND I ACKNOWLEDGE RECEIPT OF MY COPY. _____ DATE _____
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