HVAC
SERVICE ORDER
INVOICE

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	

ENVIRONMENTAL CHECK LIST

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

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		CLEAN 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)	
REPLACED CONT.		GREASED	
		REPAIRED	
FILTERS	☐ CLEANED	☐ REPLACED	

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

HRS.	LABOR	RATE	AMOUNT
		TOTAL LABOR	

MATERIALS & LABOR MAY BE CONTINUED ON OTHER SIDE

DESCRIPTION OF WORK PERFORMED

RECOMMENDATIONS

TERMS

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.

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 that responsibility of Seller.

CUSTOMER SIGNATURE DATE

☐ REGULAR ☐ WARRANTY

☐ SERVICE CONTRACT

Thank You

TOTAL SUMMARY

TOTAL MATERIALS	
TOTAL LABOR	
ENVIRONMENTAL CHARGES	
TRAVEL CHARGE	
TAX	
TOTAL	

CROWNMAX SAMPLE

REORDER PRODUCT # 6832 FROM CROWN GRAPHICS, INC. • 1-800-252-4011

ADDITIONAL MATERIALS, SERVICES AND LABOR

QTY.	MATERIALS & SERVICES	UNIT PRICE	AMOUNT	HRS.	LABOR	RATE	AMOUNT
	TOTAL MATERIALS				TOTAL LABOR		

JOB COST RECORD

QTY.	DESCRIPTION	@	COST	QTY.	DESCRIPTION	@	COST
					TOTAL MATERIALS		

TIME AND LABOR RECORD

TECHNICIAN	DATE	IN	OUT	IN	OUT	HOURS	RATE	AMOUNT

OTHER JOB EXPENSES			
		TOTAL LABOR	
DESCRIPTION	COST	TOTAL MATERIAL	
		TOTAL OTHER JOB EXPENSES	
		TOTAL COST	
		TOTAL SELLING PRICE	
		LESS TOTAL COST	
		GROSS PROFIT	
		LESS OVERHEAD COSTS _____ % OF SELLING PRICE	
TOTAL OTHER JOB EXPENSES		**NET PROFIT**	

CROWNMAX SAMPLE