

Your Company Name

Address
City, State Zip Code

Phone Number

WORK ORDER

BILL TO _____

<input type="checkbox"/> REGULAR	<input type="checkbox"/> WARRANTY	<input type="checkbox"/> SERVICE CONTRACT
Date		Time
Name		
Address		
Phone (W)		(H)
Technician		

Make	Make
Model	Model
Serial #	Serial #
Type: <input type="checkbox"/> HP <input type="checkbox"/> GAS <input type="checkbox"/> OIL <input type="checkbox"/> BOILER <input type="checkbox"/> OTHER	
Instructions:	

DIAGNOSIS				
Filter - Changed / Checked	Compressor Meg Reading _____	Coil - Clean / Dirty	Freon Pressure - Liq _____	Suc. _____ N/A
QTY.	MATERIALS and SERVICE	AMOUNT	ENVIRONMENT CHECK	AMOUNT
			<input type="checkbox"/> Recovery	
			<input type="checkbox"/> Recycle	
			<input type="checkbox"/> Disposal Lbs.	
			<input type="checkbox"/> R- Lbs.	
			<input type="checkbox"/> Vacuum Pump	
			<input type="checkbox"/> Drier	
PARTS INSTALLATION TOTAL			ENVIRONMENTAL TOTAL	

DESCRIPTION OF WORK PERFORMED	RECOMMENDATIONS

I have authority to order the work outlined above which has been satisfactorily completed. I agree that Seller retains title to equipment/material furnished until final payment is made. There will be a 1.5% late charge on all open account balances over 30 days. Should this account become delinquent and referred for outside collection. I agree to pay 25% collection agency fees, court cost and reasonable attorney fees.

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, expressed or implied, and it's agents or technicians are not authorized to make such warranties on behalf of above named company.

TOTAL SUMMARY	
DIAGNOSIS	
REPAIRS	
ENVIRONMENTAL	
TOTAL	

CUSTOMER SIGNATURE: _____ DATE: _____

JOB COST RECORD

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

TIME AND LABOR RECORD

TECHNICIAN	DATE	IN	OUT	IN	OUT	HOURS	RATE	AMOUNT

	SUMMARY TOTALS		
	TOTAL LABOR		
	TOTAL MATERIAL		
	TOTAL COST		
	TOTAL SELLING PRICE		
	LESS TOTAL COST		
	GROSS PROFIT		
	LESS OVERHEAD COSTS _____ % OF SELLING PRICE		
	NET PROFIT		