[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

HVAC invoice

Invoice # _____
Invoice date _____
Due date _____

BILL TO

Name _____
Billing address _____
Phone / email _____

JOB

Service address _____
Work order # _____
Date of service / technician _____

Job type: ☐ Service or repair ☐ Maintenance visit ☐ Installation or replacement

PROBLEM AND WORK PERFORMED

What the customer reported, what you found, and what you repaired, replaced or installed

CHARGES

ITEM	DESCRIPTION, MAKE, MODEL OR PART #	QTY / HRS	UNIT	RATE OR PRICE	AMOUNT
LABOR					
Regular hours			hr		
After-hours or emergency			hr		
PARTS AND MATERIALS					
REFRIGERANT					
Refrigerant (type: _____)			lb		
EQUIPMENT (INSTALLATIONS)					
Outdoor unit					
Indoor unit and coil					
Thermostat					
FEES					
Service call or diagnostic fee					
Permit (permit #)					
Old equipment removal					
Other					

Amount = qty × price, or hours × rate. Refrigerant is billed by the pound: pounds added × price per pound.

HOW TO PAY

Payment terms, who to make checks payable to, and other ways to pay

Paid by (check #, ACH, cash, card last 4) _____

Tax on: ☐ Parts, refrigerant and equipment ☐ Whole invoice

Subtotal	$
Tax (_____ %)	$
Total	**$**
Deposit received	$
Other payments received	$
Balance due	**$**

Invoice # _____ Customer _____

EQUIPMENT RECORD

EQUIPMENT	MAKE	MODEL #	SERIAL #	NEW OR EXISTING
Outdoor unit (condenser or heat pump)				
Furnace or air handler				
Evaporator coil				
Thermostat				

Refrigerant type _____ Refrigerant added (lb) _____

Filter size(s) _____ Filters replaced (qty) _____

Capacity (tons or BTU/h) _____ AHRI certificate # _____

RECOMMENDATIONS AND NOTES

Repairs or upgrades you recommend, and what the customer decided

WARRANTY AND REGISTRATION

Your labor warranty: how long it lasts and what it covers

☐ We registered the equipment with the manufacturer ☐ Customer to register it ☐ Registration not needed

Registration or confirmation # _____ Registered on _____

Manufacturer warranties on equipment and parts are separate from your labor warranty and are set by the manufacturer. Some manufacturers ask for registration within a set time after installation for the full parts warranty. Check the manufacturer's terms.

WORK COMPLETED

The work above was completed on the date of service. Please pay the balance due by the due date. Questions about this invoice? Call or email us at the number above.

Customer

_____
Signature

_____ _____
Printed name Date

Technician

_____
Signature

_____ _____
Printed name Date