

HVAC Service/Work Order with Checklist

Customer Information

Name	Phone	Billing Address
Steve Martin	123-456-7890	123 Main St.
Street	Call Before	City
123 Main St	11:30 AM	Detroit
City	Technician Name	State
Detroit	Luis Suarez	MI
Date	Authorized by	Zip
09/18/2019	James Patrick	12345
Email	Work to be Performed	
stevemartin@mail.com	Rerouting on A/C vents	

Basic Information About Work

This work is to be
Completed same day with building supervisor present

Environment Check List

Environmental Check List

Work Performed	Make	Model	Serial No	Qty	Type/Disposition	Cost Per (\$)	Sub Total (\$)
Recovered	Rheem	WA1430BJ	123456789	2	A/C	\$35.00	\$70.00

Work Performed - Condensing Unit

- | | |
|---|--|
| <input type="checkbox"/> Leveled | <input type="checkbox"/> Replaced Belt |
| <input checked="" type="checkbox"/> Cleaned Coil | <input type="checkbox"/> Adjusted Belt |
| <input type="checkbox"/> Checked Charge | <input type="checkbox"/> Replaced Contactor |
| <input type="checkbox"/> Repaired Leak in Coil | <input type="checkbox"/> Replaced Start Relay |
| <input type="checkbox"/> Repaired Leak in Copper | <input type="checkbox"/> Replaced Start Capacitor |
| <input checked="" type="checkbox"/> Checked Motor | <input type="checkbox"/> Replaced Run Capacitor |
| <input type="checkbox"/> Changed Motor | <input type="checkbox"/> Cleaned or Adj. Contactor |
| <input type="checkbox"/> Repaired Wiring | <input checked="" type="checkbox"/> Replaced Fuse |
| <input type="checkbox"/> Replaced Compressor | |

Work Performed - Evaporator Coil

- | | |
|--|--|
| <input type="checkbox"/> Replaced Exp. Valve | <input type="checkbox"/> Replaced Copper Connector |
| <input type="checkbox"/> Replaced Cap. Tube | <input checked="" type="checkbox"/> Cleaned Coil |
| <input type="checkbox"/> Cleared Cap. Tube | <input type="checkbox"/> Leveled Coil |
| <input type="checkbox"/> Repaired Coil Leak | |

Work Performed - Electric Heater

- | | |
|---|---|
| <input type="checkbox"/> Replaced Link | <input checked="" type="checkbox"/> Repaired Wire |
| <input type="checkbox"/> Replaced Klix. | <input type="checkbox"/> Replaced Cont. |

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Work Performed - Condensate Drains

- | | |
|--|--|
| <input checked="" type="checkbox"/> Cleaned Main Drain
<input type="checkbox"/> Repaired Main Drain | <input checked="" type="checkbox"/> Cleared Pan Drain
<input type="checkbox"/> Repaired Pan Drain |
|--|--|

Work Performed - Furnace or Fan Coil

- | | |
|--|--|
| <input checked="" type="checkbox"/> Replaced Belt
<input checked="" type="checkbox"/> Adjusted Belt
<input type="checkbox"/> Replaced Pulley
<input type="checkbox"/> Adjusted Pulley
<input type="checkbox"/> Cleaned Blower
<input type="checkbox"/> Replaced Bearings
<input type="checkbox"/> Oiled Motor
<input type="checkbox"/> Oiled Bearings | <input type="checkbox"/> Cleaned Heat Exchange
<input type="checkbox"/> Replaced Heat Exchange
<input type="checkbox"/> Cleaned or Adjusted Pilot
<input type="checkbox"/> Replaced Thermocouple
<input type="checkbox"/> Repaired Valve
<input type="checkbox"/> Replaced Valve
<input checked="" type="checkbox"/> Cleaned Burners |
|--|--|

Work Performed - Duct

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Repaired | <input checked="" type="checkbox"/> Adjusted |
|-----------------------------------|--|

Work Performed - Thermostat

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Replaced | <input checked="" type="checkbox"/> Adjusted |
|-----------------------------------|--|

Work Performed - Pump(s)

- | | |
|---|-----------------------------------|
| <input checked="" type="checkbox"/> Greased | <input type="checkbox"/> Repaired |
|---|-----------------------------------|

Work Performed - Filter(s)

- | | |
|---|-----------------------------------|
| <input checked="" type="checkbox"/> Cleaned | <input type="checkbox"/> Replaced |
|---|-----------------------------------|

Materials and Services

Materials and Services	Unit Price (\$)	Quantity	Cost (\$)
JMF - 3/8" x 3/4"	\$73.50	1	\$73.50
Central Air Line Set	\$73.50	1	\$73.50

Labor

Type of Labor	Rate per Hour (\$)	Hours Performed	Cost (\$)
Manual Labor	\$75.00	8	\$600.00

Cost Summary

Environmental Charges (\$)	Sub Total (\$)
70.00	\$842.00
	Tax (\$)

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Total Cost of Materials (\$)	\$0.51
147.00	Total (\$)
Total Cost of Labor (\$)	\$842.51
600.00	
Travel Charge (\$)	
\$25.00	

Warranty Information

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.

- Regular**
- Warranty**
- Service Contract**

Terms

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 the responsibility of Seller.

Technician Name

Luis Suarez

Date

09/18/2019

(Step 18 of 18) Customer Signature



Customer Name

Wilson