HVAC SERVICE INVOICE

HVAC CONTRACTOR

Business name _____

Address _____

Phone / email _____

License no. _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Work order no. _____

BILL TO (CUSTOMER)

Customer name _____ Phone / email _____

Service address _____

Maintenance plan _____

EQUIPMENT

System _____

Make _____ Model no. _____

Serial no. _____ Service date _____

SERVICE CALL AND DIAGNOSTIC

Item	Details	Qty	Unit	Rate	Amount

Service call subtotal

PARTS

Item	Details	Qty	Unit	Rate	Amount

Parts subtotal

LABOR

Item	Details	Qty	Unit	Rate	Amount

Labor subtotal

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal

Maintenance plan credit on labor (_____%)

Sales tax on parts, if applicable (_____%)

Amount due

SERVICE NOTES

_____

_____

Thank you for your business.