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to generate **PDF invoice**



**Date Picker**  
adds a **calendar**  
to date cells



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Excel formulas and defined names

**Password Remover**  
for Excel 



Making  
**Flowchart** is easy now



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size

## HVAC Service Invoice

**BoostExcel.com**

Template#: c5109

Title: HVAC Service Invoice

Category: [Service](#)

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Scroll down to find the PDF invoice on the next page.



Your phone number   email address

Mechanical Services Business Name

INVOICE

Address

City State ZIP

DATE		INVOICE #	
------	--	-----------	--

BILL TO	SERVICE LOCATION
Name	Name
Address	Address
City, State ZIP	City, State ZIP
Phone	Contact
Email	
Customer #	

LABOR

Item#	DETAILS	RATE	HOURS	AMOUNT
TAX 1			6.000%	-
			AMOUNT	

PARTS AND MATERIALS

Item#	DETAIL	PRICE	QUANTITY	AMOUNT
TAX 2			8.25%	
			AMOUNT	

INVOICE TOTAL

TOTAL AMOUNT PAYABLE	
----------------------	--

THANK YOU FOR YOUR BUSINESS!

<b>INVOICE #</b>		<b>DATE</b>		<b>Technician</b>	
<u>Reason for today's call:</u>					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Work Complete</div> <div style="width: 33%;"><input type="checkbox"/> Work Incomplete</div> <div style="width: 33%;"><input type="checkbox"/> Outstanding Proposal</div> <div style="width: 33%;"><input type="checkbox"/> Service, Res</div> <div style="width: 33%;"><input type="checkbox"/> U.S.A. + - PTU</div> <div style="width: 33%;"><input type="checkbox"/> Warranty</div> <div style="width: 33%;"><input type="checkbox"/> Installation</div> <div style="width: 33%;"><input type="checkbox"/> Service, Comm</div> <div style="width: 33%;"><input type="checkbox"/> PTU</div> <div style="width: 33%;"><input type="checkbox"/> Extended Warranty</div> <div style="width: 33%;"><input type="checkbox"/> IAQ</div> <div style="width: 33%;"><input type="checkbox"/> Comm Agreement</div> <div style="width: 33%;"><input type="checkbox"/> Call Back</div> <div style="width: 33%;"><input type="checkbox"/> Other</div> </div>					
Time Dispatched: _____		Arrival Time: _____		Time Completed: _____	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> Type: _____ Age: _____  Brand: _____  Model: _____  Serial No.: _____ </div> <div style="width: 50%;"> Type: _____ Age: _____  Brand: _____  Model: _____  Serial No.: _____ </div> </div>					
<u>Work Performed:</u> <u>Filter Size:</u> X      X <u>Filter Type:</u>					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"><input type="checkbox"/> Cleaned O.D. Coil</div> <div style="width: 25%;"><input type="checkbox"/> Checked Air Filter</div> <div style="width: 25%;"><input type="checkbox"/> Checked Heat Exch. Box</div> <div style="width: 25%;"><input type="checkbox"/> Superheat _____</div> <div style="width: 25%;"><input type="checkbox"/> Checked Coils</div> <div style="width: 25%;"><input type="checkbox"/> Changed Air Filter</div> <div style="width: 25%;"><input type="checkbox"/> Adjusted Refrigerant Chg.</div> <div style="width: 25%;"><input type="checkbox"/> RA _____</div> <div style="width: 25%;"><input type="checkbox"/> Checked Refrigerant Chg.</div> <div style="width: 25%;"><input type="checkbox"/> Cleaned I.D. Coil</div> <div style="width: 25%;"><input type="checkbox"/> Vacuum Burners</div> <div style="width: 25%;"><input type="checkbox"/> SA _____</div> <div style="width: 25%;"><input type="checkbox"/> Checked Belts</div> <div style="width: 25%;"><input type="checkbox"/> Checked for Ref. Leaks</div> <div style="width: 25%;"><input type="checkbox"/> Replace Thermocouple</div> <div style="width: 25%;"><input type="checkbox"/> 3T _____</div> <div style="width: 25%;"><input type="checkbox"/> Checked Motors</div> <div style="width: 25%;"><input type="checkbox"/> Checked Pulleys</div> <div style="width: 25%;"><input type="checkbox"/> Checked Pilot</div> <div style="width: 25%;"><input type="checkbox"/> SL _____</div> <div style="width: 25%;"><input type="checkbox"/> Amp Check</div> <div style="width: 25%;"><input type="checkbox"/> Lubricate Motor/Bearings</div> <div style="width: 25%;"><input type="checkbox"/> O.D. _____</div> <div style="width: 25%;"><input type="checkbox"/> DL _____</div> <div style="width: 25%;"><input type="checkbox"/> Volt Check</div> <div style="width: 25%;"><input type="checkbox"/> Checked Safety Controls</div> <div style="width: 25%;"><input type="checkbox"/> I.D. _____</div> <div style="width: 25%;"><input type="checkbox"/> Head PSIG _____</div> <div style="width: 25%;"><input type="checkbox"/> Checked Thermostat</div> <div style="width: 25%;"><input type="checkbox"/> Checked Electrical</div> <div style="width: 25%;"><input type="checkbox"/> Subcool _____</div> <div style="width: 25%;"><input type="checkbox"/> Suction PSIG _____</div> </div>					
Ant. Set _____		Connections _____			
<u>Description of Work Performed:</u>					
<u>Technician Recommendations:</u>					
<input type="checkbox"/> Customer Declined					
<u>Environmental Performance</u>					
_____ Lbs. Refrigerant Recovered		<input type="checkbox"/> Service Valves in use			
_____ Lbs. Refrigerant Installed		<input type="checkbox"/> Customer Advised of Leaks			