



Install **Invoice Manager**
from **Microsoft Store**

to generate **PDF invoice**



Date Picker

adds a **calendar**
to date cells



Formula Manager

Find, update, analyze, import and export
Excel formulas and defined names

Password Remover

for **Excel** 

HVAC Service Invoice

BoostExcel.com

Template#: c5109

Title: HVAC Service Invoice

Category: [Service](#)

Download this template in Excel format: [Click here](#)

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



Flowchart is easy now



Your phone number email address

Mechanical Services Business Name

INVOICE

Address

City State ZIP

DATE		INVOICE #	
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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	
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THANK YOU FOR YOUR BUSINESS!

INVOICE #		DATE		Technician	
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Reason for today's call: _____

<input type="checkbox"/> Work Complete	<input type="checkbox"/> Work Incomplete	<input type="checkbox"/> Outstanding Proposal
<input type="checkbox"/> Service, Res	<input type="checkbox"/> U.S.A. + - PTU	<input type="checkbox"/> Warranty
<input type="checkbox"/> Service, Comm	<input type="checkbox"/> PTU	<input type="checkbox"/> Extended Warranty
<input type="checkbox"/> Comm Agreement	<input type="checkbox"/> Call Back	<input type="checkbox"/> Other

Time Dispatched: _____ Arrival Time: _____ Time Completed: _____

Type: _____	Age: _____	Type: _____	Age: _____
Brand: _____		Brand: _____	
Model: _____		Model: _____	
Serial No.: _____		Serial No.: _____	

<u>Work Performed:</u>	<u>Filter Size:</u>	X	X	<u>Filter Type:</u>
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<input type="checkbox"/> Cleaned O.D. Coil	<input type="checkbox"/> Checked Air Filter	<input type="checkbox"/> Checked Heat Exch. Box	<input type="checkbox"/> Superheat _____
<input type="checkbox"/> Checked Coils	<input type="checkbox"/> Changed Air Filter	<input type="checkbox"/> Adjusted Refrigerant Chg.	<input type="checkbox"/> RA _____
<input type="checkbox"/> Checked Refrigerant Chg.	<input type="checkbox"/> Cleaned I.D. Coil	<input type="checkbox"/> Vacuum Burners	<input type="checkbox"/> SA _____
<input type="checkbox"/> Checked Belts	<input type="checkbox"/> Checked for Ref. Leaks	<input type="checkbox"/> Replace Thermocouple	<input type="checkbox"/> 3T _____
<input type="checkbox"/> Checked Motors	<input type="checkbox"/> Checked Pulleys	<input type="checkbox"/> Checked Pilot	<input type="checkbox"/> SL _____
<input type="checkbox"/> Amp Check	<input type="checkbox"/> Lubricate Motor/Bearings	<input type="checkbox"/> O.D.	<input type="checkbox"/> DL _____
<input type="checkbox"/> Volt Check	<input type="checkbox"/> Checked Safety Controls	<input type="checkbox"/> I.D.	<input type="checkbox"/> Head PSIG _____
<input type="checkbox"/> Checked Thermostat	<input type="checkbox"/> Checked Electrical	<input type="checkbox"/> Subcool	<input type="checkbox"/> Suction PSIG _____

Ant. Set _____ Connections _____

Description of Work Performed:

Technician Recommendations:

Customer Declined

Environmental Performance

_____ Lbs. Refrigerant Recovered	<input type="checkbox"/> Service Valves in use
_____ Lbs. Refrigerant Installed	<input type="checkbox"/> Customer Advised of Leaks