

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

License # [your HVAC contractor license number] · EPA 608
certified

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

JOB

[What you did — repair, replacement, install, tune-up]

[Job address, if different] · [Date of work]

[Technician] · [old equipment recovered and recycled]

DESCRIPTION	QTY	RATE	AMOUNT
Diagnostic / service call [What you found]			
Labor — [task] [Flat rate, or hours × rate]			
[Condenser / furnace / heat pump / air handler] [Make, model, size, efficiency rating]			
[Coil / thermostat / capacitor / motor / part] [Model number; pad, whip, disconnect and line set as materials]			
Refrigerant [R-410A / R-32 / R-454B] [Pounds × rate]			
Permit and inspection [Permit number · inspection result]			
Subtotal			
Sales tax / GST / VAT ([rate]%)			
Deposit received			
Balance due			

PAYMENT

[Due within 14 days. How customers can pay.]

MAINTENANCE PLAN

[What your plan includes; how the customer adds it.]