

HVAC invoice template

A blank contractor invoice. Trip charge, diagnostic, parts and labor, with warranty and payment terms on the same page.

YOUR COMPANY

Name, address, phone, license number

CUSTOMER

Name, phone, email

INVOICE NUMBER

DATE

PAYMENT DUE

Job details

INVOICE NUMBER

e.g. INV-1042

DIAGNOSTIC FEE

e.g. Diagnostic, system not cooling

LABOR

e.g. 1.5 hrs

PAYMENT TERMS

e.g. Due on receipt

TRIP CHARGE

e.g. Trip charge, first hour

PARTS

e.g. Capacitor 45/5 uF 440V

WARRANTY ON THIS REPAIR

e.g. 90 days parts and labor on the work above

LATE FEE

e.g. 1.5% per month after 30 days

Description	Qty	Unit price	Amount
Trip charge	1		
Diagnostic	1		
Part: [description, part number]	1		
Labor: repair	1.5		

Subtotal

Tax

Total

TERMS

CUSTOMER SIGNATURE

Date

CONTRACTOR SIGNATURE

Date

A starting point, not legal advice. Payment, warranty and cancellation terms are governed by the law of your state and by any contract you have already signed. Have a lawyer read yours once, then reuse it.