

HVAC service call invoice template

A blank service call invoice. What you found, what you replaced, what you recommend next, and a signature line for the customer.

YOUR COMPANY

Name, address, phone, license number

CUSTOMER

Name, phone, email

INVOICE NUMBER

DATE

PAYMENT DUE

Job details

TRIP CHARGE, APPLIED OR NOT

e.g. Trip charge \$89, credited against repair

WHAT YOU FOUND

e.g. Inducer wheel loose on shaft, pressure switch not proving

LABOR ON SITE

e.g. 1.5 hrs

AFTER-HOURS OR OVERTIME

e.g. After-hours premium, Sunday

FAULT CODE

e.g. 3 flash, pressure switch open

PARTS REPLACED

e.g. Inducer assembly, part 0171M00001S, in warranty

WHAT YOU RECOMMEND NEXT

e.g. Heat exchanger showing rust at the seam, worth watching before next heating

CUSTOMER SIGNATURE

e.g. Signature and date at the bottom

Description	Qty	Unit price	Amount
Trip charge	1		
Diagnostic: [fault code], [what you found]	1		
Part: [description, part number]	1		
Labor on site	1.5		
After-hours premium (delete if not applicable)			
Trip charge credited against repair (negative amount)	1		

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.