

PDF HVAC Work Order Template Example

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Company Name
123 Company Address Drive
Fourth Floor, Suite 412
Company City, NY 11101
321-654-9870
Email Address

Your Logo

Work Order

Client Name	Client Phone	Client Email	Order Number
Kiran Gupta	555-765-4321	Kiran@email.com	100234
Client Billing Address	125 Maple Street, Apt 4B, Seattle, WA 98103		
Service Address	Same as above		
Date of Order	11/09/20XX	Start Date	11/10/20XX, 9:00 AM
		End Date	11/10/20XX, 3:30 PM

Requested Service

<input type="checkbox"/> Routine Maintenance	<input type="checkbox"/> Emergency Repair	<input checked="" type="checkbox"/> Installation
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Service Description Kiran Gupta requested the installation of a new HVAC system. The current unit is outdated and inefficient, requiring replacement with a more energy-efficient model. The new system must be fitted in the same location.

Work Performed

- Removed the old HVAC unit and properly disposed of it.
- Installed the new HVAC unit, ensuring all connections were made to the existing ductwork and electrical systems.
- Conducted system tests to confirm proper operation and optimal airflow.
- Adjusted the thermostat settings and calibrated the system for energy efficiency.

Technician(s) Assigned: Jason Desjardins

Materials	Quantity	Price per Unit	Amount
New HVAC System Model ABC	1	\$3,000.00	\$3,000.00
Ductwork Sealant	2	\$25.00	\$50.00
Electrical Wiring Kit	1	\$30.00	\$30.00
Miscellaneous Installation Tools	1	\$50.00	\$50.00
MATERIALS TOTAL			\$3,130.00

Labor	Hours	Hourly Rate	Amount
Technician Labor	6	\$75.00	\$450.00
LABOR TOTAL			\$450.00

Approval and Signatures

Customer Signature	
Customer Date	
Technician Signature	
Technician Date	

*if applicable
enter tax rate*

Subtotal	\$3,580.00
Other Fees	-
Tax Rate %	%6.248
Total Tax	\$223.68
Total	\$3,803.68

Technician Date	
Technician Signature	
Customer Date	
Customer Signature	

Approval and Signatures

Technician Labor	6	Hourly Rate	\$75.00	Amount	\$450.00
LABOR TOTAL				\$450.00	

Miscellaneous Installation Tools	1	Price per Unit	\$50.00	Amount	\$50.00
Electrical Wiring Kit	1	\$30.00	\$30.00		
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MATERIALS TOTAL				\$3,130.00	

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Requested Service

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<input type="checkbox"/>	Other (specify):				
Service Description					
Work Performed					
Technician(s) Assigned:					

MATERIALS	QUANTITY	PRICE PER UNIT	AMOUNT
MATERIALS TOTAL			

LABOR	HOURS	HOURLY RATE	AMOUNT
LABOR TOTAL			

Approval and Signatures

Customer Signature	
Customer Date	
Technician Sig.	
Technician Date	

if applicable
enter tax rate

SUBTOTAL	
OTHER FEES	
TAX RATE %	
TOTAL TAX	
TOTAL	



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