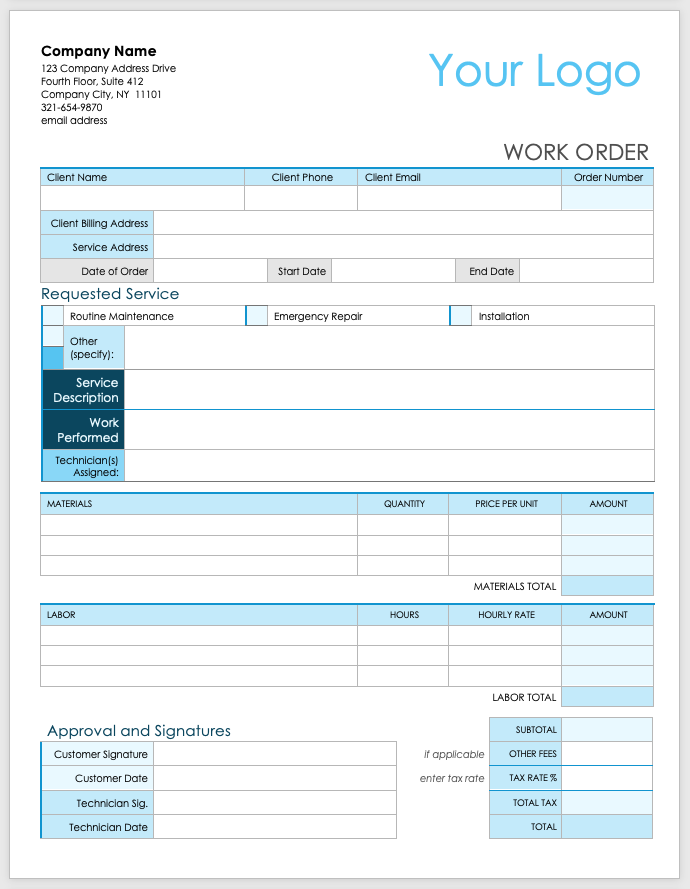
**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=8963&utm_source=template-word&utm_medium=content&utm_campaign=HVAC+Work+Order-word-8963&lpa=HVAC+Work+Order+word+8963)HVAC Work**  **Order Template**





WORK ORDER

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Client Name | | Client Phone | | | Client Email | | | Order Number |
|  | |  | | |  | | |  |
| Client Billing Address |  | | | | | | | |
| Service Address |  | | | | | | | |
| Date of Order |  | | Start Date |  | | End Date |  | |

Requested Service

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Routine Maintenance | |  | Emergency Repair |  | Installation |
|  | 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 | |  | | SUBTOTAL |  |
| Customer Signature |  | | *if applicable* | OTHER FEES |  |
| Customer Date |  | | *enter tax rate* | TAX RATE % |  |
| Technician Sig. |  | |  | TOTAL TAX |  |
| Technician Date |  | |  | TOTAL |  |

|  |
| --- |
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