|  |  |  |
| --- | --- | --- |
| **Microsoft Word HVAC  Construction Time and  Materials Invoice Template[A blue and white sign  AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12357&utm_source=template-word&utm_medium=content&utm_campaign=HVAC+Construction+Time+and+Materials+Invoice-word-12357&lpa=HVAC+Construction+Time+and+Materials+Invoice+word+12357)** | | |
| **Your Logo** |  | **HVAC Time & Materials Invoice** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company Information** | |  |  |  | |
| Company name |  |  | **Invoice number** | |  | |
| Address | Street, City, State ZIP |  | **Invoice date** | |  | |
| Phone | (000) 000-0000 |  | **Payment due date** | |  | |
| Email |  |  | **Work order number** *(if applicable)* | |  | |
| Website |  |  |  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Information** | |  | **Job Site Address** *(if different from billing address)* | |
| Client name |  |  | Street, City, State ZIP | |
| Business name |  |  |  |  |
| Address | Street, City, State ZIP |  | **Job Description / Scope of Work** | |
| Phone | (000) 000-0000 |  |  | |
| Email |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Labor Charges Breakdown** | | | |
| **Labor type** | **Hours worked** | **Hourly rate ($/hr)** | **Total ($)** |
| Master Technician | 3 | $125.00 | $312.50 |
| Journeyman Technician | 4 | $90.00 | $360.00 |
| Apprentice Technician | 3 | $60.00 | $180.00 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total labor cost** | | | **$852.50** |

|  |  |
| --- | --- |
| **Notes** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Materials & Equipment Used** | | | | |
| **Quantity** | **Material description** | **Supplier (Optional)** | **Unit price ($)** | **Total ($)** |
| 1 | Compressor (5-ton) | HVAC Supply Co. | $1,200.00 | $1,200.00 |
| 25 | Refrigerant line set(ft) | Local supplier | $8.00 | $200.00 |
| 1 | Thermostat (Wi-Fi Enabled) | Home Depot | $180.00 | $180.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total materials cost** | | | | **$1,580.00** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Markup** (optional) | 15% | **Adjusted total materials cost** | **$1,817.00** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additional Costs & Fees** *(if applicable)* | |  |  | |
| **Description** | **Cost** |  | Total labor cost | **$852.50** |
| Permit fees | $100.00 |  | Total materials cost *(after markup)* | **$1,817.00** |
| Equipment rental (refrigerant recovery machine) | $250.00 |  | Total additional costs | **$400.00** |
| Disposal fee (old unit) | $50.00 |  | Subtotal | **$3,069.50** |
| Travel fees *(if applicable)* |  |  | Sales tax (%) | **6%** |
|  |  |  | Grand total due | **$3,253.67** |
| **Total additional costs** | **$400.00** |  |  |  |

|  |  |
| --- | --- |
| **Payment Instructions & Terms** | |
| Payment due date |  |
| Accepted payment methods |  |
| Late payment policy |  |
| Warranty information |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client/Owner Signature | Date |  | Authorized HVAC Technician Signature | Date |
|  |  |  |  |  |
|  |

|  |
| --- |
| *For questions concerning this invoice, please contact* Name, (321) 456-7890, Email Address |
| www.yourwebaddress.com |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |