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| **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=11215&utm_source=template-word&utm_medium=content&utm_campaign=HVAC+Time+and+Materials+Construction+Invoice-word-11215&lpa=HVAC+Time+and+Materials+Construction+Invoice+word+11215)** | | |
| **Your Logo** |  | **HVAC Time & Materials Invoice** |

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| --- | --- | --- | --- | --- | --- |
| **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 |  |  |  | |  | |

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| **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 |  |  |

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| **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 |
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| **Total labor cost** | | | **$852.50** |

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| **Notes** |  |

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| **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 |
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| **Total materials cost** | | | | **$1,580.00** |

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

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| **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** |  |  |  |

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

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| Client/Owner Signature | Date |  | Authorized HVAC Technician Signature | Date |
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| *For questions concerning this invoice, please contact* Name, (321) 456-7890, Email Address |
| www.yourwebaddress.com |

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