

PDF HVAC Work Order Template Example

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Blank template on page 3.

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 |
|--|---|--|

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 The current unit is outdated and inefficient, requiring replacement with a more energy-efficient model.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 | |

| | | | |
|--|--------------|--|-------------------|
| | 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

*If applicable
enter tax rate*

| | | | |
|--|--------------|--|-------------------|
| | Subtotal | | \$3,580.00 |
| | Other Fees | | - |
| | Tax Rate % | | %6.248 |
| | Total Tax | | \$223.68 |
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| 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 |
| 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 | <ul style="list-style-type: none">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. | |
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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 |

WORK ORDER

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

Requested Service

| | | | | | |
|--------------------------|---------------------|--------------------------|------------------|--------------------------|--------------|
| <input type="checkbox"/> | Routine Maintenance | <input type="checkbox"/> | Emergency Repair | <input type="checkbox"/> | Installation |
| <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 | |

| | | |
|-----------------------|------------|--|
| <i>if applicable</i> | SUBTOTAL | |
| <i>enter tax rate</i> | OTHER FEES | |
| | TAX RATE % | |
| | TOTAL TAX | |
| | TOTAL | |



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