

HVAC Service Repair Order Sheet

Order #

Date

Technician

Customer Information

Name

Address

Phone

Email

Preferred Contact

Equipment Information

Make

Model

Serial #

Location

Filter Size

Service Requested / Complaint

Diagnosis & Work Performed

Parts Used

Part Name / Description	Quantity	Part #	Cost

Labor & Charges

Labor Hours

Rate/hour

Total Labor

Total Parts

Other Charges

Tax

Total Amount

Technician Signature

Customer Signature