

# HVAC Equipment Service Repair Order Sheet

Company Name:

Address:

City, State, ZIP:

Date:

Order #:

Technician:

## Customer Information

Customer Name:

Contact Number:

Address:

Email:

## Equipment Information

Equipment Type:

Brand/Model:

Serial Number:

Installation Date:

Service Details

Problem Reported:

Diagnosis/Inspection:

Work Performed

Parts & Materials Used

Item/Part	Quantity	Unit Cost	Total
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

Labor Hours:

Labor Cost:

Total Parts Cost:

Total Amount:

Recommendations / Notes

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Technician Signature

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Customer Signature