

INVOICE

HVAC Contractors invoice template

FROM

Business
name _____
Address _____

Phone _____
Email _____
Licence
no. _____

BILL TO

Client
name _____
Job
address _____

Phone _____
Email _____

Invoice # _____ Date _____ Due _____

Description	Qty	Unit	Rate	Amount
Diagnostic / service call fee				
Labour — HVAC technician				
Furnace replacement (80% AFUE, installed)				
AC condenser replacement (2–3 ton, installed)				
Annual maintenance plan (2 visits)				
Refrigerant recharge (per lb, R-410A)				
			Subtotal	
			Tax	
			Deposit paid	
			TOTAL DUE	

Payment terms

Payment due within _____ days of the invoice date. Accepted methods:

Late payment: _____

Notes / scope of work

Tip for hvac contractors: model and serial numbers of any equipment installed — it is the line most often missing from a HVAC contractor's invoice, and the one that most often causes the argument.

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