

Free Auto AC Repair Estimate Template

A simple, shop-friendly template for AC diagnostics, repair quotes, customer approvals, and follow-ups.

How to use this template

Fill it in during the AC inspection, then use it to explain the issue, price the repair, get approval, and keep the customer updated. Keep the language simple. Customers should understand what failed, what it costs, and what happens next.

1. Customer and Vehicle Details

Customer name	
Phone	
Email	
Date	
Vehicle year, make, model	
Mileage	
VIN or plate	
Service advisor	

2. Customer Complaint

What the customer noticed	
When it happens	
How long it has been happening	
Any recent AC work or recharge?	
Customer priority	Comfort / safety / budget / urgent / not sure

3. Quick Symptom Checklist

- ☐ AC blows warm air
- ☐ AC gets cold, then warm again
- ☐ Weak airflow from vents
- ☐ Strange smell from vents
- ☐ Noise when AC is turned on
- ☐ AC only works while driving
- ☐ AC does not turn on at all
- ☐ Water inside cabin or wet carpet
- ☐ Customer says AC was recently recharged
- ☐ Customer says refrigerant leaks out quickly

4. AC Diagnostic Checklist

Use this section to keep the inspection consistent. Add your own steps if your shop has a preferred process.

Check	Done	Notes
Confirm customer complaint	☐	
Check vent temperature	☐	
Inspect cabin air filter	☐	
Check blower motor operation	☐	
Check compressor clutch or compressor operation	☐	
Check refrigerant pressure readings	☐	
Inspect visible hoses and lines	☐	
Check condenser condition	☐	
Check for leaks with dye, detector, or pressure test	☐	
Check electrical connections, fuses, relays, and sensors	☐	
Confirm repair recommendation with technician	☐	

5. Diagnosis Summary

Primary issue found	
Likely cause	
Parts affected	
Is the system leaking?	Yes / No / Not confirmed
Can the vehicle be driven safely?	Yes / No / Customer should avoid long trips
Technician recommendation	

Customer-friendly explanation

Avoid saying only "compressor failed" or "system low." Explain what it means in plain language, why it matters, and what happens if the customer delays the repair.

6. Estimate Line Items

Replace these sample line items with your own parts, labor rate, and shop fees.

Item	Qty	Labor hours	Labor rate	Labor total	Parts	Subtotal
AC diagnostic						
Refrigerant recharge						
Leak test or dye test						
Compressor replacement						
Condenser replacement						
Evaporator replacement						
Receiver drier or accumulator						
Expansion valve or orifice tube						
AC hose, line, or seal repair						
Cabin air filter						
Other						

7. Estimate Totals

Labor subtotal	
Parts subtotal	
Shop supplies or environmental fee	
Taxes	
Discounts	
Total estimate	
Deposit required	
Estimated completion time	

8. Repair Options

This helps customers choose without feeling pressured. Use only if there is a real difference between options.

Option	What is included	Estimated total	Recommended?
Option A: Essential fix			☐
Option B: Recommended repair			☐
Option C: Full system repair			☐

Good estimate rule

Do not hide the real issue inside vague lines. A clear estimate should show the diagnostic, parts, labor, total, and what the customer is approving.

9. Approval

Customer approved work?	Yes / No / Waiting
Approved amount	
Approval method	In person / Phone / Email / SMS / WhatsApp
Approved by	
Date and time	
Customer signature	

10. Customer Update Log

Date/time	Update sent	Method	Next step

11. Final Quality Check

- ☐ AC vent temperature checked after repair
- ☐ System pressure checked after repair
- ☐ Leak check completed where needed
- ☐ Cabin airflow checked
- ☐ No unusual noise when AC is running
- ☐ Customer complaint resolved
- ☐ Old parts shown to customer if requested
- ☐ Invoice matches approved estimate
- ☐ Follow-up reminder created

12. Follow-Up Reminder

Follow-up needed?	Yes / No
Follow-up date	
Recommended next service	
Notes for next visit	

For repair shops

If AC estimates are still built with paper, spreadsheets, or messages, it is easy to miss approvals, lose notes, or invoice the wrong amount. autoGMS helps garages manage bookings, job cards, estimates, invoices, parts, and customer follow-ups in one place.