

HVAC SERVICE REPORT

[Your Company Name & Logo]

Address:		Phone:		Email:	
----------	--	--------	--	--------	--

1. Customer & Site Info

Customer Name:	
Service Address:	
Contact Phone/Email:	
Unit Location(s):	

2. Equipment Details

System	Make & Model	Serial #	Age / Install Date
1. AC			
2. Heater			
3. Heat Pump			

3. Service Visit Summary

Date of Visit:	/	/
Technician(s):		

Reason for Service: ☐ Maintenance ☐ Repair ☐ Inspection ☐ Other:

Actions Performed:

1.	
2.	
3.	
4.	
5.	

Materials Used:

Qty	Part / Material	Unit Price	Total

Labor:

Rate/hour:	\$	
Hours:		
Total Labor:	\$	
Sub-total Materials:	\$	
Sub-total Labor:	\$	
Total This Visit:	\$	

4. Findings & Recommendations

Current System Condition:	
Issues Noted:	

Recommended Follow-Up:

- ☐ Monitor next visit
- ☐ Schedule repair / replacement soon
- ☐ Informational only

5. Warranty Coverage**Parts Warranty:**

Manufacturer:	
Warranty Period:	
Expires On:	/ /

Labor Warranty:

Provided by:	
Duration:	
Expires On:	/ /

Not Covered Under Warranty:	
-----------------------------	----------------------

6. Technician Confirmation

- ☐ Dirty coils cleared
- ☐ Replaced filter / part
- ☐ Leak-area cleaned

Technician Signature:	
Date:	/ /

7. Customer Acknowledgment

Customer Signature:	
Date:	/ /
Printed Name:	

8. Additional Notes
