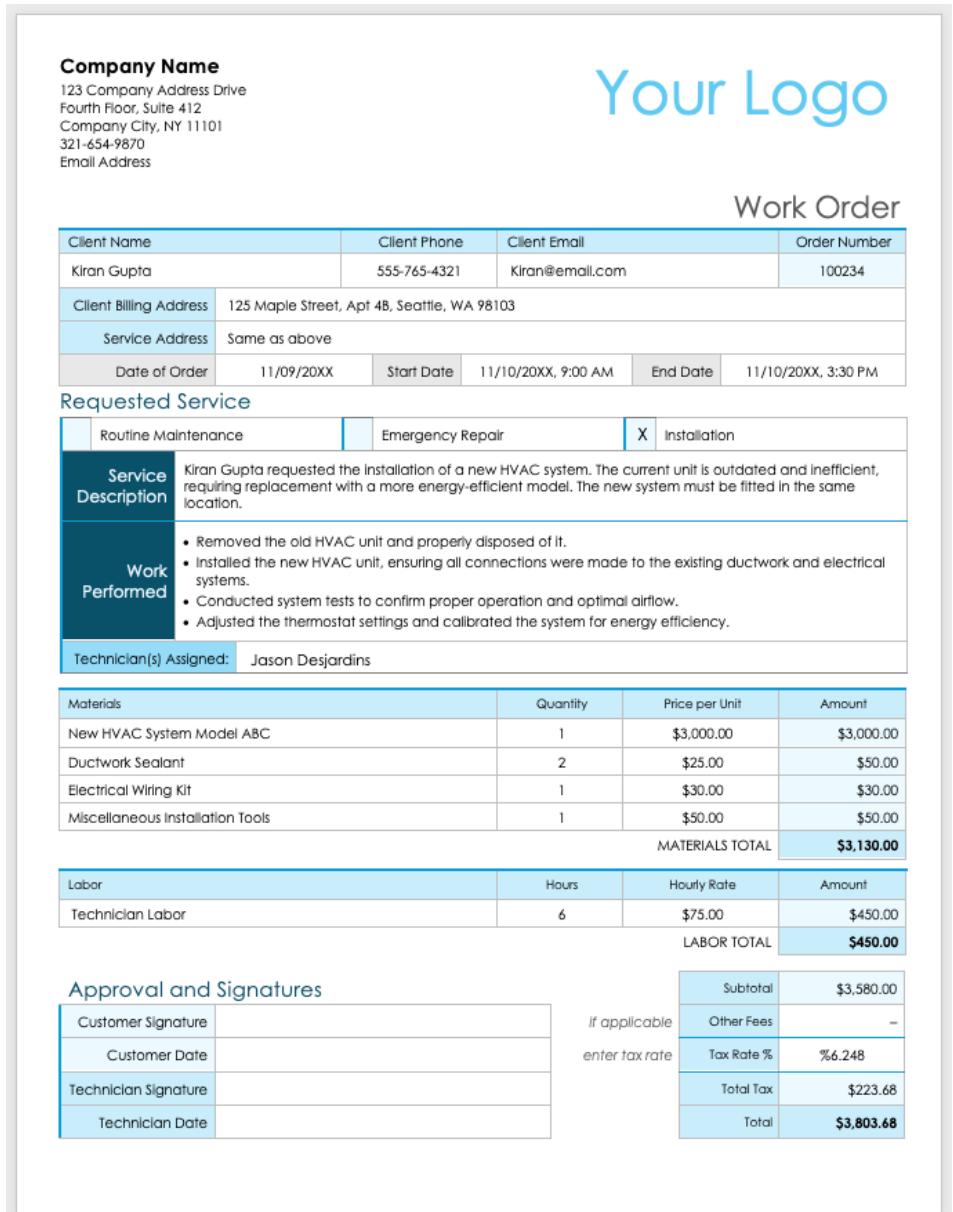


# PDF HVAC Work Order Template Example

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**Company Name**

123 Company Address Drive  
Fourth Floor, Suite 412  
Company City, NY 11101  
321-654-9870  
Email Address

**Your Logo****WORK ORDER**

Client Name	Client Phone	Client Email	Order Number
Kiran Gupta	555-765-4321	Kiran@email.com	100234
Client Billing Address	125 Maple Street, Apt 4B, Seattle, WA 98103		
Service Address	Same as above		
Date of Order	11/09/20XX	Start Date	11/10/20XX, 9:00 AM
		End Date	11/10/20XX, 3:30 PM

**Requested Service**

	Routine Maintenance	Emergency Repair	X Installation
Service Description	Kiran Gupta requested the installation of a new HVAC system. The current unit is outdated and inefficient, requiring replacement with a more energy-efficient model. The new system must be fitted in the same location.		
Work Performed	<ul style="list-style-type: none"><li>Removed the old HVAC unit and properly disposed of it.</li><li>Installed the new HVAC unit, ensuring all connections were made to the existing ductwork and electrical systems.</li><li>Conducted system tests to confirm proper operation and optimal airflow.</li><li>Adjusted the thermostat settings and calibrated the system for energy efficiency.</li></ul>		
Technician(s) Assigned:	Jason Desjardins		

Materials	Quantity	Price per Unit	Amount
New HVAC System Model ABC	1	\$3,000.00	\$3,000.00
Ductwork Sealant	2	\$25.00	\$50.00
Electrical Wiring Kit	1	\$30.00	\$30.00
Miscellaneous Installation Tools	1	\$50.00	\$50.00

# WORK ORDER

Client Name	Client Phone	Client Email	Order Number
Client Billing Address			
Service Address			
Date of Order	Start Date	End Date	

## Requested Service

	Routine Maintenance		Emergency Repair		Installation
	Other (specify):				
Service Description					
Work Performed					
Technician(s) Assigned:					

MATERIALS	QUANTITY	PRICE PER UNIT	AMOUNT
MATERIALS TOTAL			

LABOR	HOURS	HOURLY RATE	AMOUNT
LABOR TOTAL			

## Approval and Signatures

Customer Signature		
Customer Date		
Technician Sig.		
Technician Date		

if applicable

enter tax rate

SUBTOTAL	
OTHER FEES	
TAX RATE %	
TOTAL TAX	
TOTAL	

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