

## HVAC Work Order Template

Free HVAC work order template for heating, ventilation, and air conditioning service businesses. Track equipment details, refrigerant types, and system specifications.

Date:

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Customer Name:

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Address:

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Phone:

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Job / WO #:

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### TEMPLATE FIELDS

#### 01 Customer Name & Address

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#### 02 Equipment Type & Model

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#### 03 System Serial Number

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#### 04 Refrigerant Type & Amount

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#### 05 Temperature Readings (Before/After)

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**06 Filter Size & Condition**

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**07 Work Description & Diagnosis**

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**08 Parts Used & Costs**

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**09 Labor Hours**

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**10 Technician Signature**

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**11 Customer Signature**

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**12 Follow-Up Recommendations**

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**Additional Notes:**

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**Technician Signature:**

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Signature

\_\_\_\_\_  
Date

**Customer Signature:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

