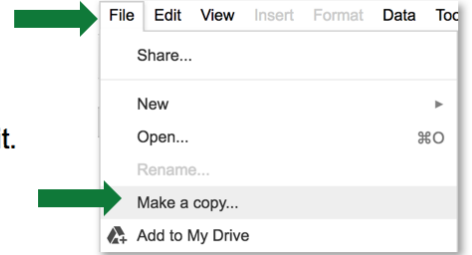


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Google Docs HVAC Work Order Template

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

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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SUBTOTAL	
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