

HVAC Service Order Form

Use this **HVAC service order form** sample with a diagnostic checklist to streamline your repair and maintenance processes. It ensures accurate documentation of customer information, service details, and diagnostic results for efficient troubleshooting. Enhance your HVAC service workflow with this comprehensive and easy-to-use form.

1. Customer Information

Name:		Phone:	
Address:			
Email:		Preferred Contact:	

2. Equipment Information

Unit Type:		Brand/Model:	
Serial Number:		Installation Date:	

3. Service Details

Date:		Technician:	
Service Type:	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Installation <input type="checkbox"/> Diagnostic		
Work Order #:		Time In:	

4. Diagnostic Checklist

Item	OK	Needs Service	N/A	Notes
Thermostat Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air Filter Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blower Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerant Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Condensate Drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coil Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Comments & Recommended Actions

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6. Authorization

Customer Signature:		Date:	
Technician Signature:		Date:	