HVAC Invoice Template

Editable example • Replace the sample quantities, prices, and terms before sending.

From: [Business name and contact]
To: [Customer and billing address]
Job or vehicle: [Address, unit number, or other reference]

Invoice no.: [Number] Issued: [Date] Due: [Date or agreed terms]

Work Performed

3-Ton AC Condenser Replacement

Description	Qty	Unit	Unit price	Amount
Carrier 24ACC636A003 — 3-ton condenser	1	ea	$2,340.00	$2,340.00
R-410A refrigerant charge	8	lb	$45.00	$360.00
Copper line set (3/8 x 3/4, 25 ft)	1	set	$189.00	$189.00
Concrete condenser pad	1	ea	$65.00	$65.00
Electrical disconnect and whip	1	ea	$78.00	$78.00
Labor — removal, install, vacuum, charge	6	hr	$135.00	$810.00

Example subtotal $3,842.00
Tax if applicable: [Enter amount]
Payments already received: [Enter amount]
Balance due: [Enter amount]

Notes

[Add payment instructions, the service date, and any approved changes.]

Illustrative prices only. This sample does not represent a quote or bill for actual work.