Estimate

HVAC estimate template

YOUR BUSINESS

Business name · phone · email · license # (if your state requires it)

Estimate #

Date

Valid until

Job address

PREPARED FOR

Customer name · phone · email

JOB

Example: AC not cooling: diagnostic, replace capacitor and contactor, clean condenser coil

DESCRIPTION	QTY	UNIT	PRICE	TOTAL
Service call and diagnostic	*1*	*ea*	*89.00*	*89.00*
Dual-run capacitor 45/5 µF, installed	*1*	*ea*	*210.00*	*210.00*
Contactor, 30A 2-pole, installed	*1*	*ea*	*185.00*	*185.00*
Clean outdoor condenser coil	*1*	*ea*	*120.00*	*120.00*

Grey rows are an example HVAC job; write over them. Labor and materials on separate lines. Say who supplies what.

Subtotal	
Tax (%)	
Total	
Deposit to start	
Balance due on completion	

INCLUDED, EXCLUDED, AND ASSUMPTIONS

Example: "Diagnostic fee is credited toward the repair if approved today." "Refrigerant, if needed, billed per pound at the rate on the invoice."

TERMS

Example: "Valid for 14 days. Parts installed today carry a 1-year labor warranty; manufacturer warranty on parts. Balance due on completion by card, bank transfer or check."

Customer signature (approves the work and price above)

Date

Free template from settlejob.com. Not legal advice; check your state's rules for what an estimate must show.