

HVAC QUOTE

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From (Your Business)

Name: _____
Address: _____
Phone: _____
Email: _____

Prepared For (Client)

Name: _____
Address: _____
Phone: _____
Email: _____

Quote #:

Quote Date:

Valid Until:

Prepared By:

Description	Qty	Rate	Amount
<i>e.g. System inspection & seasonal tune-up</i>	1	\$129.00	
<i>e.g. Replacement parts — capacitor & filter</i>	1	\$85.00	
<i>e.g. Labor (per hour)</i>	2	\$95.00	
<i>e.g. Refrigerant recharge (per lb)</i>	2	\$75.00	

Subtotal _____

Tax (%) _____

TOTAL _____

Notes / Payment Instructions

Tip: Note the equipment model and serial numbers serviced — it builds the service history that wins repeat work.

