

HVAC and Heating Service Request Form

Please fill out this form to request heating, ventilation, or air conditioning services. Print this completed form for your records or to hand to the technician upon arrival.

1. Customer Contact Information

Full Name:

Service Address:

City, State, Zip:

Phone Number:

Email Address:

2. System & Equipment Information

System Type (e.g., Furnace, Heat Pump, Boiler, Central AC):

System Brand / Manufacturer:

Approximate Age of System (in years):

Location of Unit (e.g., Basement, Attic, Closet, Outdoor):

3. Service Details

Reason for Service (e.g., No Heat, Strange Noise, Maintenance, Replacement Quote):

Description of the Issue / Symptoms:

Preferred Date for Service Visit:

Preferred Time Window (e.g., Morning, Afternoon):

4. Office and Technician Use Only (To be filled out during service)

Technician Name:

Service Date:

Diagnosis & Findings:

Actions Taken & Parts Replaced:

Total Labor Cost (\$):

Total Parts Cost (\$):

Grand Total (\$):

Customer Signature (upon completion):

Date Signed: