Work order

[Business name] · [license number] · [phone]
Work order #[5001] · Date: [date]
Client: [name] · [phone]
Site: [address] · Access: [gate code, pets, attic or crawlspace]
Complaint: [what the client said]
Equipment: [indoor make, model, serial] · [outdoor make, model, serial]
Diagnosis: [what you found] · Work done: [task]
Parts used: [part, rating] × [qty]
Refrigerant: [type] · Added: [lb, oz] · Recovered: [lb, oz]
Readings: [before] ’ [after] · Filter: [size]
Time on site: [start]-[finish] · Follow-up: [what's next]
Customer signature: _____ Date: _____

TASK OR PART	QUANTITY	NOTES