Work order

Sample work order #5560 from Example Heating & Cooling Co. for Jordan Sample, 123 Main Street, Anytown, July 15. Made-up business, client and job.

TASK OR PART	QUANTITY	NOTES
Diagnose no-cooling call	1	Outdoor fan not starting; run capacitor failed
Dual run capacitor, 45/5 µF	1	Replaced; fan and compressor running
Leak search at service valves	1	Bubbles at the suction valve core
Service valve core	1	Replaced
Refrigerant added, R-410A	1 lb 8 oz	Pressures recorded before and after
Air filter, 16 × 25 × 1	1	Replaced; size noted for next visit
Condensate drain line cleared	1	Flushed and draining
Equipment recorded	2 units	Make, model and serial of the furnace and the condenser
Time on site	2.5 hours	1:30 to 4:00
Photos	4	Data plates, old capacitor, gauges
Follow-up	1 visit	Check the charge again in two weeks