[Company name]

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HVAC technician invoice

Professional invoicing for hvac technician work - clear line items, totals and payment terms.

Invoice number	[INV-0001]
Invoice date	[Date]
Bill to	[Customer name]
Customer address	[Customer address]
Job site address	[Full site address]
Job reference	[Job ref]
Payment due	[Date, e.g. 14 days]

Work carried out

Description	Qty	Unit price	Amount
Call-out and diagnosis	1	[£ call-out rate]	[£ amount]
Filter replacement - [unit ref]	[qty]	[£ unit price]	[£ amount]
Refrigerant top-up ([type, e.g. R32]) - [kg]	[kg]	[£ per kg]	[£ amount]
Annual service - [unit make/model]	1	[£ fee]	[£ amount]

Totals

	Amount
Subtotal	[£ amount]
VAT (if applicable)	[£ amount]

[Company name]

Total due	[£ amount]

Payment details

Pay to	[Account name, sort code and account number]
Payment terms	[e.g. payment due within 14 days of invoice date]

Sign-off

Name	Signature	Date