[Company name]

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HVAC technician job sheet

One sheet per job - the details, the work, the parts and the hours, all in one place.

Job number	[JOB-0001]
Date	[Date]
Customer	[Customer name]
Contact number	[Phone]
Job site address	[Full site address]
Unit make, model and serial	[Make / model / serial number]
Refrigerant type	[e.g. R32 / R410A]
System pressures (before / after)	[bar] / [bar]

Work description

[Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Filters - [size/type]	[qty]	
Refrigerant [type]	[kg]	
[Part, e.g. capacitor / contactor]	[qty]	
Insulation tape / line-set covers	[qty]	

Labour

Operative	Start	Finish	Hours
[Name]			

Completion

Work completed	[Yes / No - if no, what remains]
Follow-up required	[Yes / No - details]

Sign-off

Operative	Customer	Date
