[Company name]

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HVAC technician materials list

Everything the job needs - specified, sourced and costed before work starts.

Job number	[JOB-0001]
Site address	[Full site address]
Prepared by	[Name]
Date	[Date]

Materials

Item	Specification / size	Qty	Supplier	Cost
Filters - [size/type]	[qty]	[Supplier]	[£ cost]	
Refrigerant [type]	[kg]	[Supplier]	[£ cost]	
[Part, e.g. capacitor / contactor]	[qty]	[Supplier]	[£ cost]	
Insulation tape / line-set covers	[qty]	[Supplier]	[£ cost]	

Totals

	Amount
Estimated materials total	[£ amount]

Sign-off

Prepared by	Approved by	Date