

FIELD PROMAX | HVAC MAINTENANCE INVOICE

Preventive Maintenance & AMC Visit | fieldpromax.com

FROM

Your Company Name

Address | Phone | License #

Invoice #

INV-_____

Visit Date

__/__/____

Contract #

AMC-_____

Visit #

__ of __

CUSTOMER & EQUIPMENT

Customer Name:

Service Address:

Make / Brand	Model #	Serial #	System Type
			Split / Package / Mini-Split

MAINTENANCE CHECKLIST

FILTER & AIRFLOW

- ☐ Air filter inspected and replaced | Filter type: _____ MERV rating: _____
- ☐ Supply and return airflow checked
- ☐ Static pressure reading: _____ in. w.c.

ELECTRICAL

- ☐ All electrical connections torqued and secured
- ☐ Capacitor tested: _____ MFD (rated: _____)
- ☐ Contactor inspected for pitting or wear
- ☐ Disconnect and breaker checked

REFRIGERANT & COILS

- ☐ Suction pressure: _____ psi | Discharge pressure: _____ psi
- ☐ Superheat: _____ °F | Subcooling: _____ °F
- ☐ Evaporator coil inspected and cleaned

- ☐ Condenser coil inspected and cleaned
- ☐ Refrigerant level OK | Refrigerant type: _____

CONDENSATE & DRAIN

- ☐ Condensate drain flushed and clear
- ☐ Drain pan inspected — no standing water or algae

THERMOSTAT & CONTROLS

- ☐ Thermostat calibrated and tested
- ☐ System staging verified (heat / cool / fan)
- ☐ Smart thermostat connection checked (if applicable)

REFRIGERANT LOG

Refrigerant Type	Lbs Added / Recovered	EPA 608 Log Ref.

RECOMMENDATIONS FOR FUTURE WORK

Priority 1: _____
Priority 2: _____
Priority 3: _____

Next Visit Due: _____ | **Contract Renewal Date:** _____

CHARGES & PAYMENT

Item	Amount	Total
Maintenance Visit Fee	\$	\$
Parts / Consumables	\$	\$
Tax	\$	\$
	TOTAL DUE	\$

Customer Signature

Technician Signature & Badge #

Thank you for your maintenance contract! Renew or book next visit at fieldpromax.com