

HVAC invoice example

FICTIONAL TRAINING EXAMPLE - not a bill, estimate, recommended price or tax determination.

DEMO HVAC SHOP

Bill to: Demo customer
Service location: Demo residence / AC-01

INVOICE DEMO-1009

Work order: WO-DEMO-1009
Service / invoice: October 9, 2026
Due: October 23, 2026

Description	Qty	Rate	Amount
Diagnostic visit	1	\$95.00	\$95.00
Run capacitor, 45/5 microfarads	1	\$38.00	\$38.00
Authorized repair labor	1.5 h	\$110.00	\$165.00
Subtotal			\$298.00
Illustrative tax (8% of \$38.00)			\$3.04
Invoice total			\$301.04
Payments applied			\$0.00
Balance due			\$301.04

Work summary

Replaced the listed component after authorization. See the service report for findings, work performed and actual post-service checks. Payment method and destination are omitted from this example.

How the example is calculated

Labor: 1.5 x \$110 = \$165. Subtotal: \$95 + \$38 + \$165 = \$298. Example tax: \$38 x 8% = \$3.04. The tax rate and parts-only treatment are fictional assumptions. Determine actual tax obligations for the job before issuing an invoice.