

YOUR HVAC COMPANY

Address | Phone | Email | License

HVAC ESTIMATE

ESTIMATE AND CUSTOMER

ESTIMATE #	ESTIMATE DATE	EXPIRATION DATE	PREPARED BY
CUSTOMER / BUSINESS		PHONE	EMAIL
PROJECT ADDRESS			

PROJECT AND COMMON SCOPE

PROJECT SUMMARY AND REQUESTED OUTCOME
EXISTING EQUIPMENT AND KNOWN CONDITIONS
SCOPE INCLUDED WITH EVERY OPTION

GOOD / BETTER / BEST OPTIONS

GOOD	BETTER	BEST
OPTION NAME	OPTION NAME	OPTION NAME
EQUIPMENT / MODEL	EQUIPMENT / MODEL	EQUIPMENT / MODEL
SCOPE / VALUE	SCOPE / VALUE	SCOPE / VALUE
WARRANTY SUMMARY	WARRANTY SUMMARY	WARRANTY SUMMARY
PRICE \$	PRICE \$	PRICE \$

CUSTOMER SELECTION: GOOD / BETTER / BEST / UNDECIDED
--

HVAC ESTIMATE - TERMS AND ACCEPTANCE

ESTIMATE # _____

ASSUMPTIONS AND EXCLUSIONS

ACCESS, UTILITIES, CONDITIONS, AND CUSTOMER RESPONSIBILITIES	WORK, REPAIRS, PERMITS, UPGRADES, AND UNKNOWN NOT INCLUDED
--	--

PRICING AND PAYMENT

SELECTED OPTION PRICE	TAXES	DEPOSIT	BALANCE
-----------------------	-------	---------	---------

PAYMENT SCHEDULE

SCHEDULE AND WARRANTY

LEAD TIME, AVAILABILITY, PERMITS, WEATHER, AND ACCESS	APPROVED WARRANTY DETAILS, REGISTRATION, AND EXCLUSIONS
---	---

ESTIMATE TERMS

CHANGE ORDERS, CANCELLATION, ESTIMATE LIMITATIONS, AND OTHER APPROVED COMPANY TERMS

CUSTOMER DECISION AND ACKNOWLEDGMENT

DECISION STATUS	SELECTED OPTION	DECISION DATE
-----------------	-----------------	---------------

CUSTOMER NAME / SIGNATURE	COMPANY REPRESENTATIVE / SIGNATURE
---------------------------	------------------------------------

Customer acknowledgment: I reviewed the scope, option, exclusions, pricing, and terms identified in this estimate.

IMPORTANT

This template does not provide universal warranty, payment, or legal terms. Have qualified advisers review the terms used by your company.