

HVAC Diagnostic Fee Acknowledgment

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Signed before the diagnosis begins. It records the fee the customer agreed to pay for the diagnosis.

1. Visit

- Company: _____
- Technician: _____
- Customer: _____
- Service address: _____
- Date: _____
- Job or work order no.: _____

2. System and Problem

- System: _____
- Problem reported: _____

3. Diagnostic Fee

- Diagnostic fee: \$ _____
- The fee covers: _____
- Credit toward repair: _____

The diagnostic fee is due for the diagnosis whether or not the customer decides to have the repair done, except as the credit term above says otherwise.

4. Repairs Are Quoted Separately

After the diagnosis the technician will explain what was found and quote any repair. No repair work starts until the customer approves the quote. This form covers the diagnosis only and does not authorize repair work.

5. Sign-Off

The customer confirms the fee, what it covers and the credit term above were explained before the diagnosis started, and that they received a copy.

TECHNICIAN

Signature

Printed Name and Date

CUSTOMER (RECEIVED A COPY)

Signature

Printed Name and Date