

HVAC Service Follow-up Log

US Letter | Fill in a PDF reader or print at Actual size. Amounts do not calculate automatically.

Business / service provider

Business phone / email

Customer name

Customer phone / email

System location

Record date

Equipment type

System zone

- ☐ Whole property
- ☐ Single zone
- ☐ Multiple zones
- ☐ Other

Filter / refrigerant notes

Contact date, method, outcome, promised action, and next date

Date	Method	Outcome	Next action	Next date

Follow-up owner

Follow-up notes