



704 Clinton Avenue South
 Rochester, New York 14620
 (585)271-4328
 www.betlem.com

- Comfort Heating & Cooling
- Indoor Air Quality
- Professional Duct Cleaning
- Energy Audits

Visit us at



CUSTOMER Name _____
 Street _____ Phone _____
 City _____ Zip _____ Alt. Phone _____

Service Requested	Premier Care	Preferred Care	Standard Clean and Tune
Equipment	Model	Serial	General Condition
Furnace			Poor/Average/Excellent
Air Conditioner			Poor/Average/Excellent
Air Cleaner/Filter		Size	Replaced Yes / No
Humidifier		Pad	Replaced Water Panel Y / N
Water Heater		Age	Poor/Average/Excellent

GAS FURNACE MAINTENANCE:

- All Equipment Venting Components, Draft, Review all Clearances, Check for Snow Level issues
- Combustion Blower and Pressure switches for worn or failed parts, oil if necessary.
- Inspect heat exchanger for cracks **Clean / Rusty / Cracked**
- Burner and Flame sensor Micro amp reading _____
- Pilot light, Spark igniter or Hot Surface igniter Ohms reading _____
- Co Reading in Exhaust _____ Supply air _____
- All electrical components and control boards for loose wiring and/or worn or failed parts
- Equipment Drain trap and Check Drain lines or Condensate pump
- Inspect Main Blower Motor ECM / PSC Amp Draw _____
- Clean / Average / Recommend Remove and Clean**
- Hand Wipe Equipment Compartment if needed **Yes/No**
- Co Detector Present **Yes /No**
- Cycle furnace with thermostat and check operation
- Furnace Temperature Rise and Check Dampers and Adjust Main Blower if needed
- Low fire _____ High fire _____
- Other:

AIR CONDITIONING MAINTENANCE:

- Clean outdoor unit of leaves or internal debris
- Low voltage wiring for mice and/ or weed whacker damage
- Indoor and outdoor fan motor and Main blower for dirt and/or worn or failed parts oil if necessary.
- Inspect fan blade for rotation and balance
- Electrical components and contactor for loose wiring, worn parts and or bulging or leaking capacitors.
- Check units Amp draw
- Clean condenser coil with water and a mild coil cleaner if needed
- High Voltage wiring connections and tighten if needed
- Refrigerant charge and system temperature drop
- Condensate drain
- Change air filters
- Cycle Air conditioner with thermostat and check operation
- Other:

Recommendations				TS	PO	Invoice / Summary		
						Repair Amount		
						Agreement Cost		
						Subtotal		
						Tax		
						Total		
Day	Date	Tech. Name	Travel Start	Work Start	Work Stop	ST Hrs.	OT Hrs.	Amount Paid
			AM PM	AM PM	AM PM			Balance Due
			AM PM	AM PM	AM PM			Job Complete Yes <input type="checkbox"/> No <input type="checkbox"/>
			AM PM	AM PM	AM PM			
Terms: Payment Due When Service Rendered <input type="checkbox"/> Cash <input type="checkbox"/> CK <input type="checkbox"/> B/O <input type="checkbox"/> Visa/MC <input type="checkbox"/> Disc. <input type="checkbox"/> AmEx				Repair Authorization: Customer Has <input type="checkbox"/> Authorized <input type="checkbox"/> Declined Repair At This Time Date: ____/____/____ Signature _____		Total Hours _____ Agreement No. _____ Job No. _____ Ticket No. _____		See back for Warranty Instructions. Thank You