

Your Home Comfort Report

Clear findings. Your options. A record of what happens next.

Customer

Visit date

Report / job number

Service address

Technician

System / area served

01 What did we verify?

Your concern

What we found - evidence, location and any uncertainty

Photo / test reference

Not checked / limits of this visit

02 What are your options?

OPTION / SCOPE

PRICE (\$)

TIMING / PRIORITY

1

2

3

Your choice / next step (including declined or deferred work)

Record approval on the estimate or work order before work starts. This report records the visit.

Work completed. Results checked.

The work you approved, the checks performed and the next step.

Customer

Report / job number

03 What did we do?

Approved scope / estimate or work-order reference

Approved price (\$)

Work actually completed

Parts / equipment reference

Filter size / type, if checked

04 How did we prove the result?

CHECK / LOCATION	BEFORE	AFTER	UNITS	TARGET / WHAT IT MEANS

Record only actual checks. Untested items are not a pass. Reference extra readings or photos by report number.

Result / remaining concern - in plain words

System status when we left

Operating

Operating with limitations

Off

Not tested

Next step / who will follow up / when

Reviewed with

Technician / review date