

**YOUR COMPANY LOGO  
& CONTACT INFO HERE**

# Proposal & Agreement

**CUSTOMER INFORMATION**

<b>Name:</b>		<b>Phone 1:</b>		<b>Phone 2:</b>	
<b>Address:</b>		<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Install Address:</b>		<b>City:</b>		<b>State:</b>	<b>Zip:</b>

**INSTALLATION SHALL INCLUDE**

<input type="checkbox"/> New ____ Amp disconnect	<input type="checkbox"/> Evacuate refrigerant system	<input type="checkbox"/> Balance for uniform supply air distribution	<input type="checkbox"/> New return air filter grill
<input type="checkbox"/> New ____ Amp electric service	<input type="checkbox"/> Charge to manufacturer's specifications	<input type="checkbox"/> Provide for external combustion air	<input type="checkbox"/> Meet all code requirements
<input type="checkbox"/> New low voltage wiring	<input type="checkbox"/> Meet all federal, state & local laws	<input type="checkbox"/> New gas piping from ____ to ____	<input type="checkbox"/> Complete system start up
<input type="checkbox"/> New weather resistant equipment stand	<input type="checkbox"/> Remove existing equipment from premises	<input type="checkbox"/> New vent pipe and cap	<input type="checkbox"/> ____ year parts warranty
<input type="checkbox"/> New reinforced equipment pad	<input type="checkbox"/> Install energy saving setback thermostat	<input type="checkbox"/> Clean work area to customer's satisfaction	<input type="checkbox"/> ____ year labor warranty
<input type="checkbox"/> New vibration isolation pads	<input type="checkbox"/> New copper wire from ____ to ____	<input type="checkbox"/> New condensate drain system	<input type="checkbox"/> ____ year compressor warranty
<input type="checkbox"/> New properly sized refrigerant lines	<input type="checkbox"/> Make air tight plenum transition	<input type="checkbox"/> New condensate pump	<input type="checkbox"/> ____ year service agreement
<input type="checkbox"/> New clean, dry ACR copper tubing	<input type="checkbox"/> ____ new supply diffuser(s)	<input type="checkbox"/> Install aux. condensate drainpan	<input type="checkbox"/> _____
<input type="checkbox"/> Insulate refrigerant suction line(s)	<input type="checkbox"/> New duct run from ____ to ____	<input type="checkbox"/> New high efficiency air filter	<input type="checkbox"/> _____
<input type="checkbox"/> Install refrigerant drier(s)	<input type="checkbox"/> Noise reducing flexible duct connector	<input type="checkbox"/> New humidification system	<input type="checkbox"/> _____

**COMFORT PACKAGES**

<input type="checkbox"/> <b>Even Air Flow Package</b>	<input type="checkbox"/> <b>Air Quality Package</b>	<input type="checkbox"/> <b>Comfort Control Package</b>	<input type="checkbox"/> <b>Safety First Package</b>
<ul style="list-style-type: none"> <li>• Install balancing dampers</li> <li>• Set/check cooling &amp; heating air volumes</li> <li>• Install double deflection diffusers (optional)</li> <li>• Install new return air grilles (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Caulk with lifetime duct sealant</li> <li>• Install filter change schedule</li> <li>• High efficiency air purification (optional)</li> <li>• Easy-change filter grilles (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Install ease of use comfort interface</li> <li>• Correct grilles and registers as required</li> <li>• Set/check cooling and heating air volumes</li> <li>• Install double deflection diffusers (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Double insulated copper wire</li> <li>• Sunlight resistant wire ties</li> <li>• New low voltage wiring as needed</li> <li>• Mark all hvac circuit breakers</li> </ul>
<input type="checkbox"/> <b>Quiet Package</b>	<input type="checkbox"/> <b>Reliability Package</b>	<input type="checkbox"/> <b>Energy Savings Package</b>	<input type="checkbox"/> _____
<ul style="list-style-type: none"> <li>• Vibration eliminators</li> <li>• Canvas duct connectors as required</li> <li>• Insulated air return(s)</li> <li>• Cross-break sheet metal</li> <li>• Install turning vanes where needed</li> </ul>	<ul style="list-style-type: none"> <li>• Install new condensate drain as required</li> <li>• Refrigerant removal per federal guidelines</li> <li>• Provide customer training</li> <li>• Quality Control Audit (Top 10%)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete system leak check before start-up</li> <li>• Charge to manufacturer's specs</li> <li>• Caulk with lifetime duct sealant</li> <li>• Insulate suction line</li> </ul>	

**COMFORT SYSTEM**

<b>OUTDOOR</b>	<b>Air Conditioner:</b>	<input type="checkbox"/> XL _____ <input type="checkbox"/> XR _____	<b>Model #:</b>	<b>RATED EFFICIENCY:</b>
	<b>Package:</b>	<input type="checkbox"/> XL _____ <input type="checkbox"/> XR _____	<b>Model #:</b>	
<b>INDOOR</b>	<b>Furnace:</b>	<input type="checkbox"/> XC ____ <input type="checkbox"/> XV ____ <input type="checkbox"/> XL ____ <input type="checkbox"/> XR ____	<b>Model #:</b>	<b>TOTAL INVESTMENT:</b>
	<b>Air Handler:</b>	<input type="checkbox"/> YES _____ <input type="checkbox"/> NO _____	<b>Model #:</b>	
	<b>Coil:</b>	<input type="checkbox"/> YES _____ <input type="checkbox"/> NO _____	<b>Model #:</b>	
<b>ACCESSORIES</b>	<b>Clean Air:</b>	<input type="checkbox"/> CLEANEFFECTS™ <input type="checkbox"/> MEDIA <input type="checkbox"/> PLEATED	<b>Model #:</b>	<b>MONTHLY INVESTMENT:</b>
	<b>Thermostat:</b>	<input type="checkbox"/> COMM. <input type="checkbox"/> PROG. <input type="checkbox"/> NON-PROG.	<b>Model #:</b>	
	<b>Humidifier:</b>	<input type="checkbox"/> POWER <input type="checkbox"/> LARGE BYPASS <input type="checkbox"/> SMALL BYPASS	<b>Model #:</b>	
	<b>Other:</b>			
<b>NOTES</b>				





**DETAILS, APPROVAL & PAYMENT**

<b>Details:</b>	

<b>System Investment</b>	\$		<b>Credit Card:</b>	<input type="checkbox"/> VISA <input type="checkbox"/> AMEX	<b>ACCOUNT #</b>	
<b>Rebates/Credits</b>	-\$			<input type="checkbox"/> M/C <input type="checkbox"/> _____	<b>EXP. DATE</b>	____/____
<b>Total (Including Tax)</b>	\$		I accept the proposal and the specifications and conditions above. You are authorized to perform work as specified. Buyers right to cancel: You, the buyer, may cancel this transaction without penalty any time prior to midnight of the third business day after this transaction with proper notification.			
<b>Down Payment</b>	-\$					
<b>BALANCE DUE</b>	\$		<b>Company Approval:</b>			
Payment due to installers in full upon completion of installation			<b>Customer Acceptance:</b>			
<b>Proposal Valid Until:</b> ____/____/____						

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# Terms & Conditions

COMFORT SYSTEM			
 <b>OUTDOOR</b>	Air Conditioner:	<input type="checkbox"/> XL_____ <input type="checkbox"/> XR_____	<b>Model #:</b>
	Package:	<input type="checkbox"/> XL_____ <input type="checkbox"/> XR_____	<b>Model #:</b>
 <b>INDOOR</b>	Furnace:	<input type="checkbox"/> XC____ <input type="checkbox"/> XV____ <input type="checkbox"/> XL____ <input type="checkbox"/> XR____	<b>Model #:</b>
	Air Handler:	<input type="checkbox"/> YES_____ <input type="checkbox"/> NO_____	<b>Model #:</b>
	Coil:	<input type="checkbox"/> YES_____ <input type="checkbox"/> NO_____	<b>Model #:</b>
 <b>ACCESSORIES</b>	Clean Air:	<input type="checkbox"/> CLEANEFFECTS™ <input type="checkbox"/> MEDIA <input type="checkbox"/> PLEATED	<b>Model #:</b>
	Thermostat:	<input type="checkbox"/> COMM. <input type="checkbox"/> PROG. <input type="checkbox"/> NON-PROG.	<b>Model #:</b>
	Humidifier:	<input type="checkbox"/> POWER <input type="checkbox"/> LARGE BYPASS <input type="checkbox"/> SMALL BYPASS	<b>Model #:</b>
	Other:		
 <b>NOTES</b>			

**RATED EFFICIENCY:**

**TOTAL INVESTMENT:**

**MONTHLY INVESTMENT:**

COMFORT SYSTEM			
 <b>OUTDOOR</b>	Air Conditioner:	<input type="checkbox"/> XL_____ <input type="checkbox"/> XR_____	<b>Model #:</b>
	Package:	<input type="checkbox"/> XL_____ <input type="checkbox"/> XR_____	<b>Model #:</b>
 <b>INDOOR</b>	Furnace:	<input type="checkbox"/> XC____ <input type="checkbox"/> XV____ <input type="checkbox"/> XL____ <input type="checkbox"/> XR____	<b>Model #:</b>
	Air Handler:	<input type="checkbox"/> YES_____ <input type="checkbox"/> NO_____	<b>Model #:</b>
	Coil:	<input type="checkbox"/> YES_____ <input type="checkbox"/> NO_____	<b>Model #:</b>
 <b>ACCESSORIES</b>	Clean Air:	<input type="checkbox"/> CLEANEFFECTS™ <input type="checkbox"/> MEDIA <input type="checkbox"/> PLEATED	<b>Model #:</b>
	Thermostat:	<input type="checkbox"/> COMM. <input type="checkbox"/> PROG. <input type="checkbox"/> NON-PROG.	<b>Model #:</b>
	Humidifier:	<input type="checkbox"/> POWER <input type="checkbox"/> LARGE BYPASS <input type="checkbox"/> SMALL BYPASS	<b>Model #:</b>
	Other:		
 <b>NOTES</b>			

**RATED EFFICIENCY:**

**TOTAL INVESTMENT:**

**MONTHLY INVESTMENT:**

**TERMS & CONDITIONS**

- All orders not paid in full in advance are subject to approval by the Company's credit department.
- This proposal may be withdrawn by the Company if not accepted within 30 days.
- The Company shall provide only trained and qualified technicians employed or supervised by us.
- All labor is to be performed during Company's regular working hours, unless noted in this proposal.
- Warranty work is performed during the Company's normal business hours, but can be performed after normal hours if Customer pays the difference between standard labor rate and overtime labor rate.
- Until final payment is made, the Company will retain the title to all materials and equipment it installs.
- Unless noted in this proposal, payment is due in full upon completion of work. A monthly finance charge, equal to the highest allowable interest rate, may be levied on Customer's account if delinquent over 30 days.
- In the event Customer's account must be referred to attorneys for collection, Customer agrees to pay reasonable attorney fees, court costs and other collection costs.
- Customer will carry fire, extended coverage and other necessary insurance.
- Customer shall assume risk of loss or damage to equipment after it is set in place on the job.
- Every attempt will be made to complete the work on the date(s) specified, but because the Company may have no control over equipment availability and delivery, all completion dates are estimates only.
- The Company shall not be liable for damage, loss or delays resulting from fire, explosion, flooding, the elements, labor troubles, or any other cause beyond our control.
- The Company shall use ordinary care in performing all work, but shall not be liable for incidental or consequential damages, or shall it be liable for injuries to persons or damage to property except those directly caused by negligent acts of the Company's employees.
- The Company shall not be responsible for any damages incurred due to inability of the building structure to properly support the installed equipment, or for expense incurred in removing, replacing or refinishing part of the building structure necessary for the performance of any service or installation, unless otherwise noted in this proposal.
- The Company shall not be liable for any present and future taxes, charges or other governmental fees, or any items of equipment, labor or special tests required or recommended by insurance companies, equipment vendors or governmental authorities.
- The Company shall not be liable for the identification, detection, abatement, encapsulation, storage, removal or transportation of any regulated or hazardous substances. Regulated or hazardous substances may include, but are not limited to asbestos, certain refrigerants and refrigerant oils. If any such products or materials are encountered during the course of work, the Company can discontinue work until regulated or hazardous materials have been removed or hazard or liability is eliminated. The Company shall receive an extension equal to the time of delay to complete the work and reserves the right to be compensated for any loss due to a delay.
- This agreement contains the entire understanding between the Company and the Customer, any modifications, amendments or changes must be in writing and signed by both parties.