

**TIP: COUNT YOUR T-STATS TO DETERMINE THE NUMBER OF SYSTEMS YOU HAVE AND YOUR TOTAL PRICE!**

## Your HVAC PM Pricing

### I. Proposed PM Visit Frequency

Provide (\_\_\_) automatically scheduled preventative maintenance visits and filter changes on HVAC systems annually as per manufacturer's recommendations.

### II. Proposed Scheduling

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> January  | <input type="checkbox"/> July      |
| <input type="checkbox"/> February | <input type="checkbox"/> August    |
| <input type="checkbox"/> March    | <input type="checkbox"/> September |
| <input type="checkbox"/> April    | <input type="checkbox"/> October   |
| <input type="checkbox"/> May      | <input type="checkbox"/> November  |
| <input type="checkbox"/> June     | <input type="checkbox"/> December  |

### III. Proposed Pricing

- |                                          |                     |
|------------------------------------------|---------------------|
| <input type="checkbox"/> 1-2 HVAC Units: | \$ 169.99 per visit |
| <input type="checkbox"/> 3 HVAC Units:   | \$ 239.99 per visit |
| <input type="checkbox"/> 4 HVAC Units:   | \$ 319.99 per visit |
| <input type="checkbox"/> 5 HVAC Units:   | \$ 399.99 per visit |
| <input type="checkbox"/> 6 HVAC Units:   | \$ 479.99 per visit |
| <input type="checkbox"/> 7 HVAC Units:   | \$ 559.99 per visit |
| <input type="checkbox"/> 8 HVAC Units:   | \$ 639.99 per visit |
| <input type="checkbox"/> 9 HVAC Units:   | \$ 719.99 per visit |
| <input type="checkbox"/> 10 HVAC Units:  | \$ 799.99 per visit |

(\_\_\_) Additional HVAC Units @ discounted rate of \$75 each for quantities of (11) or more. (Enter quantity, if any apply)

### IV. Your Total HVAC PM Price **Per Visit**

\$ \_\_\_\_\_ + tax

Proposed by:

**RONNIE TINSLEY**

Print Name

**713.4.DIRECT**

**5/2013**

Phone #

Date

## Your Information

### Step 1. Billing Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

### Step 2. Location Information: Check if Same

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

### Step 3. Payment Terms:

PRE-APPROVED CHARGE NET 30 ACCT.

C.O.D. (Complete payment information below)

Method of Payment:  CASH  CHECK  CHARGE

Credit Card:  VISA  MASTERCARD  DISCOVER

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### Step 4. Order These Services:

**By Mail:** Complete this order form and mail to: Direct Air, 8129 Signet, Houston, Texas 77029 c/o Production Dept.

**By Phone:** Call **713.4.DIRECT** (713.434.7328)

**By Fax:** Fax Order Form to: **713.672.6544**

**Email:** Scan and email this form anytime to: **info@directserviceusa.com**

### Step 5. Proposal Accepted By:

**X** \_\_\_\_\_

Signature

Printed Name

PO#

Date

## Your HVAC PM Visit Includes

### Overall

- Improved System Efficiency & Extended Equipment Life
- Documentation Transferability and Equipment Records
- Priority Service Entitlement & Discounted Goods and Services for Clients with Active PM Agreement
- Special Pricing for Any Proposed Recommended Repairs

### Cooling System Checklist

- Check Cleanliness of Outdoor Coil & Compressor Compartments
- Clean Electrical & Blower Compartments
- Clean Condensate Drain & Inspect, Clean/Change Air Filters

### Motors & Electrical

- Inspect Service Disconnect & Tighten Electrical Connections
- Inspect Compressor Contactor
- Tighten Low Voltage Connections
- Test Capacitors & Oil Motors as Needed
- Inspect Bearings & Inspect Fan Blade

### Miscellaneous

- Inspect Thermostat & Inspect Condition of Line Sets
- Inspect for Proper Refrigerant Charge & Check Unit Pressures
- Replace Missing Panel Screws
- Inspect & Clean/Change Air Filters
- Change Filters as Scheduled

### Heating System Checklist

#### Gas Furnace

- Inspect and Clean Pilot Light & Pull and Clean Burners
- Inspect Combustion Fan Motor & Inspect Burner Ignition
- Inspect & Test Fan Temperature Switch
- Inspect & Test Limit Switch
- Inspect Flue Draft & Inspect for Gas Leaks from Furnace
- Visually Inspect Heat Exchanger & Heat Anticipator
- Inspect & Adjust Burner Primary Air (if necessary)
- Inspect & Clean/Change Air Filters

#### Electric Heat

- Inspect Sequencer Operation & Heating Element Contactors
- Inspect Time Delay Controls & Tighten Electrical Connections
- Inspect Wiring Conditions & Heat Anticipator
- Inspect & Clean/Change Air Filters

#### Heat Pump

- Check Cleanliness of Outdoor Coil
- Clean Compressor Compartment
- Clean Electrical Compartment & Blower Compartment
- Inspect & Clean/Change Air Filters
- Inspect, Test Defrost & Heat Anticipator

### Blower

- Inspect Indoor Blower Bearings
- Oil Indoor Blower Bearings (if applicable)
- Inspect Indoor Motor Bearings & Belts (if applicable)
- Inspect & Clean/Change Filters
- Clean Blower Housing Assembly

## Questions?

Call 713.4.DIRECT (713.434.7328)  
Email: [info@directserviceusa.com](mailto:info@directserviceusa.com)