



4100 Kernersville Road
 Winston-Salem, N.C 27107
 Phone: 336 788-8900
 Email: HVAC@ncpcs.com
 Website: www.ncpcs.com

HVAC Planned Service Agreement

Name: _____

Phone #: _____ Billable Address: _____

Email Address: _____ City, State, and Zip: _____

Preferred Method of Contacting You: Circle One

Email	Phone	Mail
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Service Address: _____

City, State, and Zip: _____

Did you know? Regular preventative maintenance can:

- Help extend the life of your HVAC unit
- Help reduce utility bills
- Help prevent unsafe operating conditions
- And avoid costly breakdowns

NCPCS Heating & Air (N.C. Certification # NC-250-1596) agrees to provide preventative maintenance service on all HVAC equipment at the above referenced service address. We agree to contact you in a time manner to remind you when the service is due. Performing regular preventative maintenance will help ensure efficient operation of equipment.

Maintenance Coverage:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Check cooling/heating system for proper operation 2. Change/clean customer provided air filter as needed 3. Inspect general condition 4. Tighten electrical connections at equipment 5. Check and inspect start and contacts 6. Test equipment control systems 7. Test compressor protection device 8. Check current draw of compressor 9. Check refrigerant operating pressure 10. Check exposed equipment and pipes for leaks 11. Check compressor function | <ol style="list-style-type: none"> 12. Check outdoor coil 13. Check indoor coil 14. Clean drain line 15. Add drain line cleaner as needed <p>Addition services for Gas Furnace only:</p> <ol style="list-style-type: none"> 16. Test gas valve operation 17. Test safety devices 18. Test limit switches 19. Test combustion draft motors 20. Check pilot and burner assembly for proper operation 21. Check connection of vent pipe at furnace |
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Guarantee & Additional Terms:

1. NCPCS Heating & Air guarantees our parts and labor for 30 days. Some manufacturer's guarantee their parts for up to 1 year, which of course is passed on to our customers.
2. Any additional service work required beyond the preventative maintenance or by separate service call will be billed at our normal service rate, less 10 %. The service call and parts will be billed at standard rates.
3. NCPCS Heating & Air preventative maintenance agreement will be automatically renewed each year unless either party cancels the agreement. No written notice is required.

Effective Date: _____ # of visits per year: 1 or 2 _____ # of systems: _____

Acceptance of Maintenance Agreement:

I agree with the above agreement and acknowledge that the cost of the preventative maintenance program is **\$69.00 per system, per visit**. I understand that this agreement will continue for one year and be automatically renewed each year unless otherwise directly by NCPCS or myself.

NCPCS, HVAC Company Representative	Customer Signature _____ Date
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