

Your Company LLC

EIN 12-3456789 · Collects sales tax
500 Main Street, Suite 200 · Austin, TX 78701
(512) 555-0142 · contact@example.com

SERVICE ORDER

No. OS-1

Date: October 8, 2026

SUPPLIER

Comfort Air Services, LLC

EIN 83-0451232
77 Industrial Blvd · Austin, TX 78744

#	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TAX	TOTAL
1	Preventive maintenance, air conditioning unit	4	Service	\$95.00	Sales tax 8.25%	\$380.00

In words: FOUR HUNDRED ELEVEN US DOLLARS AND THIRTY-FIVE CENTS

Subtotal \$380.00
Sales tax 8.25% \$31.35

SERVICE

Scope of service Preventive maintenance of the office air conditioning units: filter cleaning, refrigerant check and operation tests.
Start date October 11, 2026 End date October 12, 2026
Place of service 500 Main Street, 3rd floor City Austin, TX

Total \$411.35

TERMS

Payment terms Cash

Prepared by

Approved by

Supplier acceptance