

PREVENTIVE MAINTENANCE 2 CHECKS

PURPOSE OF PREVENTIVE MAINTENANCE

To provide scheduled service care to maintain the efficient performance of your heating and cooling equipment.

- Efficiency of operation reduces fuel bills
- Assures you of maximum safety
- Extends equipment life
- Reduces chances of costly breakdowns
- Increases comfort through proper performance
- Increases quality of service

PROCEDURES INCLUDE:

- Replace standard filters (each check)
- Check heat exchanger
- Check furnace safeties
- Check heating controls
- Check vent pipe and venting
- Blow condensate drains
- Check refrigerant level
- Tighten electrical connections
- Check belt and adjust tension
- Water rinse outdoor coil as needed
- Check compressor starting components
- Inspect condenser fan assembly
- Inspect blower assembly
- Monitor heating / cooling cycle
- Check for gas leaks at furnace

MAINTENANCE PROGRAM INCLUDES:

- 1.) Spring/Summer Air Conditioning Tune-up
- 2.) Fall/Winter Heating Tune-up
- 3.) 10% Discount On Repairs.*
- 4.) Priority Scheduling
- 5.) Priority Emergency Service

** Discounts do not apply to compressors, coils, heat exchangers, new equipment, or ductwork.*

CUSTOMER INFORMATION

SERVICE LOCATION

BILL TO (if different)

Name _____
Street _____
City _____ Zip _____
State _____
Daytime Phone# _____

Name _____
Street _____
City _____ Zip _____
State _____
Daytime Phone# _____

COST

	Qty.
One Heating & A/C System	_____ @ 154 = _____
Additional Heating and A/C System	_____ @ 77 = _____
Humidifier	_____ @ 20 = _____
Space Guard, Air Bear, FARR 30-30, EZ Flex Air Filter	_____ @ 40 = _____
Space Guard 5000, Electronic Air Cleaner	_____ @ 50 = _____
Healthy Climate MERV 10, Honeywell Air Filter	_____ @ 45 = _____
Other Air Filter _____	_____ @ _____ = _____
Dual-Fuel Heat Pump System	_____ @ 25 = _____
	TOTAL = \$ _____

Paid By Check No. _____ or   Exp. Date _____ Act # _____

Customer: Please fill in the above information. If you have accessories (humidifiers, air cleaners, condensate pumps, etc) and would like them serviced please add them above. Return with payment to us, and retain the white copy for your records. Coverage begins on receipt of payment.

ACCEPTANCE BY CUSTOMER: _____ DATE: _____

ACCEPTANCE BY US: _____ DATE: _____

1. The term of this agreement shall be twelve (12) months and will automatically be renewed for successive twelve (12) month terms without further action by the parties unless cancelled at the end of a term by either party. Spencer Heating & Air Conditioning may terminate or suspend this agreement immediately upon the failure of the customer to pay for services rendered within the payment terms or in the event of any other breach by customer.
2. This agreement may be cancelled by the customer upon thirty days written notice to terminate, and a refund for the remaining term will be issued on a pro-rated basis with deduction made for completed work and administrative costs.
3. The maintenance procedures set forth in this agreement will be performed during normal working hours. Follow-up work necessary to correct defects discovered by these procedures will also be performed during normal working hours and billed at the discount agreement rate. Emergency service shall be provided during "after-hours" at the "after-hours" discount agreement rate.
4. This agreement may be subject to price revision on any anniversary date.
5. This agreement shall be null and void if customer's equipment has been subject to acts of God or conditions beyond the control of Spencer Heating & Air Conditioning, including but not limited to fire, vandalism, accidents, tampering, altering, modification, misuse, or improper adjustment.
6. This agreement may not be transferred or assigned by customer without the written approval of Spencer Heating & Air Conditioning.
7. Spencer Heating & Air Conditioning agrees to use reasonable effort within a reasonable period of time to coordinate the scheduling of the visits set forth in this agreement. However, customer shall have ultimate responsibility for said scheduling, and any unscheduled or missed visits which are beyond the control of Spencer Heating & Air Conditioning shall not act so as to extend the (12) month term of this agreement nor create an obligation upon Spencer Heating & Air Conditioning to provide make-up visits beyond the (12) twelve month term of this agreement or at a time not intended by the agreement.
8. Emergency Service Definition: Emergency service will be handled within 24 hours. An emergency is: 1) when no heating or air conditioning is operating in the house (not just one of several systems) and the outdoor temperature is less than 35 degrees in the winter and more than 90 degrees in the summer, 2) natural gas or propane leak, 3) carbon monoxide, 4) fire, 5) unstoppable water leak.