



Michael Gudorf      Michelle Sherman  
1280 Third Ave.  
Jasper, IN 47546  
(812) 634-5101

Dear Customer,

Thank you for choosing Gudorf's Maintenance agreement for services needed to maintain a properly operating system. We are confident that you will be very satisfied with the services that we offer.

Enclosed please find our Maintenance Agreement for your equipment. If this Agreement is acceptable to you, please complete the attached form. We will contact you at the time service is due to schedule an appointment. Pricing can be found in the continued pages of this agreement.

If you have questions, please don't hesitate to contact us. You may reach our office at (812) 634-5101.

Again, thank you for choosing Gudorf's.

Sincerely,

Michael Gudorf  
President  
[michael@gudorf.com](mailto:michael@gudorf.com)

# HVAC Planned Maintenance Agreement



1280 Third Ave.  
Jasper, IN 47546

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michael@gudorf.com

# HVAC Planned Maintenance Agreement

## “Planned Maintenance is Peace of Mind”

Planned maintenance keeps your mini-split heating and cooling system running smoothly and is highly recommended by manufacturers and utilities alike. The purpose of this plan is to provide your family with enhanced equipment safety and efficiency as well as extend the life of your equipment. It is important for your system to be checked at least once a year. A properly maintained HVAC system will:

- Increase the life of your system
  - Keep the system running at peak efficiency
- Save energy; saving you money
  - Provide you with “peace of mind”

Name(s): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

Make	Model	Serial #	Notes

Heating system only     
  Cooling system only     
  Complete comfort system

Heating to be performed: month \_\_\_\_\_ / year \_\_\_\_\_     
 Cooling to be performed: month \_\_\_\_\_ / year \_\_\_\_\_

### Exclusive Precision Tune-Up

This agreement entitles you to an exclusive precision tune-up and professional cleaning. Here is just a sample of our procedures:

- Clean, level and calibrate thermostat
- Remove and wash blower and fan assembly
- Wash condenser coil and evaporator coil (when readily accessible)
- Replace or wash standard air filters
- Check and flush condensate drain line
- Check and clean condensate pump, if applicable
- Lubricate all moving parts
- Test all safety controls and devices
- Test, secure and tighten all electrical connections and terminals
- Activate heating or cooling system
- Check reversing valve (heat pumps only)
- Check air temperatures across the condenser
- Test all motors, starting capacitors, run capacitors, and potential relays
- Test, measure and record operating temperature and pressures
- Provide complete written analysis of our findings along with any recommendations that we may have

### Terms

All service department parts, materials, and labor shall be discounted at a rate of 10% off our normal price. This agreement will renew automatically each year at a 1.5% increase unless canceled by either party with 30 days written notice. Full payment is due upon acceptance of this agreement. We at GUDORF SUPPLY thank you very much for your investment and are looking forward to serving your needs!

### Your Acceptance and Method of Payment

Planned Maintenance Agreement Total Cost: \_\_\_\_\_

Cash	Check #	Master Card	Visa
Credit Card #			Expiration Date
Company Approval by			Date
Customer Approval			Date



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# HVAC Planned Maintenance Agreement

Print Name \_\_\_\_\_

## For HVAC Systems

<b>First System</b>	Cooling Season Planned Maintenance	\$109.99
	Heating Season Planned Maintenance	\$109.99
<b>Second System</b>	Cooling Season Planned Maintenance	\$59.99
	Heating Season Planned Maintenance	\$59.99

### Please Note

- We service all brands of HVAC equipment.
- If an individual heating or cooling plan is sold at time of installation, a 5% discount will be applied.
- If a combined heating and cooling plan is purchased at the time of installation, a 10% discount will be applied.
- If the system exceeds the number of pieces of equipment as listed in a Quad Zone, then prices will be adjusted accordingly at an increase of \$40.00 per additional piece of equipment on that system.
- Pricing is subject to change in accordance with market fluctuations.



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