January 29, 2013

Dear;

Thank you for choosing Mobley Mechanical to service your heating and air conditioning equipment. At Mobley Mechanical, we want to make sure you are kept comfortable throughout the year. Your HVAC (heating and cooling) system should be serviced by a trained technician to ensure that it is operating properly. This can prolong the life of your HVAC system, as well as reduce operating costs. All heating and cooling systems should have routine maintenances performed twice a year, preferably in the spring and fall.

We would like to extend you the opportunity to become a priority customer**. As a priority customer, you will receive special rates & discounts and your HVAC needs will be handled before non-maintenance customers.**

Enclosed you will find a service agreement for your review. Should you be interested in our maintenance program, please sign the agreement and return it to our office via fax, mail or e-mail. Please do not hesitate to call should you have any questions. We look forward to hearing from you.

Sincerely,

Susan Foster

Office Manager

susan@mobleymechanical.com

## Residential Preventive Maintenance Agreement

All residential heating and cooling systems should have a maintenance performed twice a year. (Spring & Fall)

**The following work will be performed during the maintenance:**

**Air Conditioning Unit Gas Furnace A/C – Heat Pump**

Change or clean filters Change or clean filters Change or clean filters

Check evaporator coil & clean Check evaporator coil & clean Check evaporator coil & clean

Check condenser coil & clean Check heat exchanger Check condenser coil & clean

Check pressures - adjust if needed Check & clean burners Check pressures – adjust if needed

Check fan motors - oil if required Check pilot Check fan motor – oil if required

Check blower motor Check blower motor Check blower motor

Inspect duct system Oil motors if required Inspect duct system

Check condensate drain line/pump Inspect duct system Check condensate drain line/pump

Check thermostat Check thermostat Check thermostat

Check safety controls Check safety controls Check safety controls

 Check auxiliary heat

All minor parts, repairs and adjustments will be made and billed along with the maintenance. If there are any major parts and/or repairs needed, you will be notified and given an estimate on these repairs.

**\_\_\_\_\_\_ One (1) HVAC system every 6 months $89.00**

 **\_\_\_\_\_\_Two (2) HVAC systems every 6 months $150.00**

 **\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\*Price includes labor & materials (materials include filter & coil cleaner as needed).**

If you agree to the terms listed above and the cost of maintenance, please sign below and we will be glad to assist you with your heating and cooling needs during the year.

Thank you.

**I agree to have a maintenance performed every (6) months.**

Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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