

# HVAC Quote Comparison Checklist

Compare Contractor Bids Side-by-Side  
Before You Sign

## How to Use This Worksheet

Print this checklist and bring it to every contractor visit. Fill in each column as you receive quotes. When all columns are complete, compare row-by-row to see which contractor offers the best combination of price, warranty, credentials, and included work.

The Red Flags section on page 3 helps you spot warning signs. If any contractor triggers 2 or more red flags, get additional quotes before proceeding.

## [hvacprojectcost.com](https://hvacprojectcost.com)

Planning estimates only — not contractor quotes.  
Always get at least three bids before authorizing work.

2026 Edition

**7 Categories to Compare · Up to 3 Quotes · Printable Worksheet**

Equipment Details · Warranty Coverage · Installation Scope · Pricing Breakdown · Contractor Credentials · Red Flags ·  
Timeline & Logistics

# Quote Comparison Grid

Fill in each column with the details from each contractor's quote. Leave cells blank if not provided -- a blank cell is itself a red flag.

| 1. Equipment Details                        |              |              |              |
|---|--------------|--------------|--------------|
| Item  | Contractor A | Contractor B | Contractor C |
| Brand name                                  |              |              |              |
| Model number                                |              |              |              |
| Tonnage / BTU capacity                      |              |              |              |
| SEER2 / HSPF2 efficiency rating             |              |              |              |
| System type (single / two-stage / variable) |              |              |              |

| 2. Warranty Coverage               |              |              |              |
|------------------------------------|--------------|--------------|--------------|
| Item                               | Contractor A | Contractor B | Contractor C |
| Compressor warranty (years)        |              |              |              |
| Parts warranty (years)             |              |              |              |
| Labor warranty (yes/no, duration)  |              |              |              |
| Registration required to activate? |              |              |              |
| Extended warranty offered? (cost)  |              |              |              |

| 3. Installation Scope -- What's Included |              |              |              |
|--|--------------|--------------|--------------|
| Item                                     | Contractor A | Contractor B | Contractor C |
| New line set                             |              |              |              |
| Electrical disconnect                    |              |              |              |
| Concrete / composite pad                 |              |              |              |
| Thermostat (basic or smart)              |              |              |              |
| Permit fees included                     |              |              |              |
| Disposal of old equipment                |              |              |              |
| Load calculation (Manual J)              |              |              |              |

#### 4. Pricing Breakdown

| Item                         | Contractor A | Contractor B | Contractor C |
|------------------------------|--------------|--------------|--------------|
| Equipment cost               |              |              |              |
| Labor cost                   |              |              |              |
| Permit & inspection fees     |              |              |              |
| Old unit disposal            |              |              |              |
| Total price                  |              |              |              |
| Financing available? (terms) |              |              |              |
| Deposit amount required      |              |              |              |

#### 5. Contractor Credentials

| Item                            | Contractor A | Contractor B | Contractor C |
|---------------------------------|--------------|--------------|--------------|
| State license number            |              |              |              |
| General liability insurance     |              |              |              |
| Workers' compensation insurance |              |              |              |
| EPA 608 certification           |              |              |              |
| Years in business               |              |              |              |
| Manufacturer certifications     |              |              |              |

#### 6. Red Flags Checklist

Check any that apply for each contractor. 2 or more = get additional quotes.

##### Warning Sign

|  | A                        | B                        | C                        |
|--|--------------------------|--------------------------|--------------------------|
| Pressures you to sign today                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Won't provide a written quote              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Refuses to itemize costs                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| No load calculation mentioned              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Price significantly below all other quotes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demands 100% payment upfront               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Won't pull permits                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you check 2 or more red flags for any contractor, get additional quotes before proceeding.

## 7. Timeline & Logistics

| Item                                | Contractor A | Contractor B | Contractor C |
|-------------------------------------|--------------|--------------|--------------|
| Estimated start date                |              |              |              |
| Estimated completion time           |              |              |              |
| Who pulls the permits?              |              |              |              |
| Cleanup responsibilities specified? |              |              |              |
| Post-install inspection included?   |              |              |              |
| Point of contact name & number      |              |              |              |

## Notes

---

---

---

---

---

---

---

---

---

---

### Decision Summary

Selected Contractor:

---

Total Agreed Price:

---

Start Date:

---

Key Reason for Choice:

---

### Next Steps

Before you sign, use our free HVAC Replacement Cost Calculator to verify that your quotes are in the expected range for your home size, location, and system type.

[hvacprojectcost.com/hvac-replacement-cost-estimator/](https://hvacprojectcost.com/hvac-replacement-cost-estimator/)

Planning estimates only. This checklist helps homeowners compare contractor quotes. Always obtain multiple quotes from licensed, insured contractors before authorizing work. hvacprojectcost.com is not affiliated with any contractor or manufacturer.