**[Company name]**

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Locksmith emergency call-out form

Rapid record for emergency entry jobs - the essentials, captured fast.

**Call received:** _____

**Caller name and phone:** _____

**Address:** _____

**Situation:** _____

**ETA given:** _____

**ID verified on arrival:** _____

**Entry method:** _____

**Damage caused:** _____

**New lock fitted:** _____

**Keys supplied:** _____

**Amount charged:** _____

**Payment method:** _____

**Notes** [Anything unusual - difficult lock, second visit needed, police present]

## Completion

**Work completed:** _____

**Follow-up required:** _____

## Sign-off

**Locksmith:** _____ **Customer:** _____ **Date:** _____