[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:** _____