[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 job sheet

One sheet per job - the details, the work, the parts and the hours, all in one place.

Job number: _____

Date: _____

Customer: _____

Contact number: _____

Job site address: _____

ID verified: _____

Lock type: _____

Entry method: _____

Authority to enter: _____

Work description [Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Euro cylinders - [sizes]	[qty]	
Mortice locks	[qty]	
Key blanks - [profiles]	[qty]	
[Hardware, e.g. handles / escutcheons]	[qty]	

Labour

Operative	Start	Finish	Hours
[Name]			

Completion

Work completed: _____

Follow-up required: _____

Sign-off

Operative: _____ **Customer:** _____ **Date:** _____