Business name _____
Address _____
Phone _____
Email _____
VAT no. _____

JOB SHEET

Locksmith

Job no. _____
Date _____

CUSTOMER

ADDRESS OF THE WORK

WORK ASKED FOR

WORK DONE

Arrived _____ Left _____ Hours _____

CHECKS

	Done	N/A
Customer's ID and right to enter the property checked	☐	☐
Door, frame and lock condition noted before work	☐	☐
Entry method recorded: non-destructive or drilled	☐	☐
Lock make, model and standard recorded	☐	☐
Lock tested from both sides; keys turn smoothly	☐	☐
Number of keys handed to the customer	☐	☐
Old lock taken away or left with the customer	☐	☐

MATERIALS USED

Item	Qty

NOTES, PHOTOS TAKEN, ANYTHING TO COME BACK FOR

SIGN-OFF

Customer signature _____ Date _____

Locksmith signature _____ Date _____

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