**[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. Add or remove table rows to fit your needs. 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** | [Time] |
| **Caller name and phone** | [Name, phone] |
| **Address** | [Full address] |
| **Situation** | [e.g. locked out - keys inside / lock failed] |
| **ETA given** | [Time] |
| **ID verified on arrival** | [Yes - type / No - reason] |
| **Entry method** | [e.g. picked / bypassed / drilled] |
| **Damage caused** | [None / describe] |
| **New lock fitted** | [Yes - type / No] |
| **Keys supplied** | [Qty] |
| **Amount charged** | [£ amount] |
| **Payment method** | [Cash / card / transfer] |

## Notes

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

## Completion

| | |
|---|---|
| **Work completed** | [Yes / No - if no, what remains] |
| **Follow-up required** | [Yes / No - details] |

## Sign-off

| Locksmith | Customer | Date |
|---|---|---|
| | | |