[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]

[Company name]

Follow-up required	[Yes / No - details]

Sign-off

Locksmith	Customer	Date