Ashford Business Services Ltd

Locksmith emergency call-out form

Rapid record for emergency entry jobs - the essentials, captured fast.

Call received	10:30 am
Caller name and phone	01632 960 123
Address	14 Oakfield Road, Birmingham B17 9JH
Situation	Locked out - keys inside / lock failed
ETA given	10:30 am
ID verified on arrival	Yes - type / no - reason as agreed at the meeting.
Entry method	Picked / bypassed / drilled
Damage caused	None / describe as agreed at the meeting.
New lock fitted	Yes - type / No
Keys supplied	1
Amount charged	£45.00
Payment method	Cash / card / transfer

Notes

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

Completion

Work completed	Yes
Follow-up required	Yes

Sign-off

Locksmith	Customer	Date