[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 invoice

Professional invoicing for locksmith work - clear line items, totals and payment terms.

Invoice number	[INV-0001]
Invoice date	[Date]
Bill to	[Customer name]
Customer address	[Customer address]
Job site address	[Full site address]
Job reference	[Job ref]
Payment due	[Date, e.g. 14 days]

Work carried out

Description	Qty	Unit price	Amount
Call-out fee - [standard / emergency]	1	[£ call-out rate]	[£ amount]
Euro cylinder - [size, e.g. 35/35, anti-snap]	[qty]	[£ unit price]	[£ amount]
[Item, e.g. mortice lock / nightlatch / smart lock]	[qty]	[£ unit price]	[£ amount]
Labour - additional time	[hours]	[£ hourly rate]	[£ amount]

Totals

	Amount
Subtotal	[£ amount]
VAT (if applicable)	[£ amount]
Total due	[£ amount]

Payment details

Pay to	[Account name, sort code and account number]

[Company name]

Payment terms	[e.g. payment due within 14 days of invoice date]

Sign-off

Name	Signature	Date