[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 job sheet

One sheet per job - the details, the work, the parts and the hours, all in one place.

Job number	[JOB-0001]
Date	[Date]
Customer	[Customer name]
Contact number	[Phone]
Job site address	[Full site address]
ID verified	[Yes - type of ID seen / No - reason]
Lock type	[e.g. euro cylinder / 5-lever mortice / rim]
Entry method	[e.g. non-destructive picking / drilling]
Authority to enter	[e.g. owner / tenant with landlord consent / agent]

Work description

[Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Euro cylinders - [sizes]	[qty]	
Mortice locks	[qty]	
Key blanks - [profiles]	[qty]	
[Hardware, e.g. handles / escutcheons]	[qty]	

[Company name]

Labour

Operative	Start	Finish	Hours
[Name]			

Completion

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

Sign-off

Operative	Customer	Date