Ashford Business Services Ltd

Locksmith job sheet

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

Job number	JOB-1042
Date	9 November 2026
Customer	Sarah Mitchell
Contact number	01632 960 123
Job site address	14 Oakfield Road, Birmingham B17 9JH
ID verified	Yes - type of id seen / no - reason as agreed at the meeting.
Lock type	Euro cylinder / 5-lever mortice / rim
Entry method	Non-destructive picking / drilling
Authority to enter	Owner / tenant with landlord consent / agent

Work description

Describe the work to be done as agreed at the meeting.

Parts and materials used

Part / material	Qty	Notes
Euro cylinders - sizes	1	
Mortice locks	2	
Key blanks - profiles	3	
Hardware, e.g. handles / escutcheons	4	

Labour

Operative	Start	Finish	Hours
James Patel			

Completion

Work completed	Yes

Follow-up required	Yes

Sign-off

Operative	Customer	Date