

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

[State or city locksmith license #, where required]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

On site [arrived – finished]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

JOB

[What was done, in one line] — [date]

[Job address, if different] · ID checked: [driver's license / lease / registration]

Locks: [which doors; keyed alike or apart]

DESCRIPTION	QTY	RATE	AMOUNT
Service call — [daytime / after-hours / holiday] [Flat fee by time of day]			
Unlock — [door / car / safe] [No damage]			
Rekey — [n] cylinders to one key [Per cylinder]			
Install — [deadbolt / lever / smart lock] [Labor per lock]			
Part — [lock, grade, finish] or [smart lock, model]			
Keys cut — [type] [Per key; car and high-security keys priced apart]			
Subtotal			
Sales tax / GST / VAT ([rate]%)			
Deposit received			
Balance due			

PAYMENT

[Due on completion. How to pay.]

KEYS

[Keys handed over, which doors they open; old keys no longer work.]