Locksmith Service Invoice

Record the approved work, itemized charges, and payment for one service call.

Service call

Invoice number: LS-1047

Service date: 2026-11-18

Job type: Commercial

Business or locksmith name: Alder Key Service

Business address and contact: 74 Alder St, Lakeview, IL 60657 / (312) 555-0134

Technician name: Jordan Ellis

Business and technician license nos., if applicable: Business DEMO-01 / Technician DEMO-02

Customer name: Morgan Lee

Customer phone or email: morgan@example.com

Service address and unit: 24 Willow Ave, Suite 102, Lakeview, IL 60657

VIN, if automotive:

Service requested: Rekey

Lock or hardware serviced: Two front-door cylinders

Customer authorization

ID check and right to authorize (who checked, ID type, and evidence of authority): Jordan checked government-issued ID and property manager work order WO-204.

Quoted work: Rekey the front door and replace two cylinders.

Approved quote ($): 237.92

I own the property or vehicle or am authorized to request this service. I approve the quoted work and price.

Customer authorization signature: *Morgan Lee*

Authorization date: 2026-11-18

If the scope or price changes, have the customer approve the revised work and total before proceeding.

Approved changes, if any:

Revised approved quote ($):

Customer approval of change:

Change approval date:

Work and charges

Work performed, follow-up, or warranty: Rekeyed the front door, replaced two cylinders, and tested lock operation with the customer.

Charge description	Qty / hours	Unit price ($)	Line amount ($)
Service call	1	65.00	65.00
Rekey labor	1.5	80.00	120.00
Replacement cylinders	2	24.50	49.00

Tax and payment

Subtotal ($): 234.00

Taxable amount ($): 49.00

Sales tax rate (%): 8

Sales tax ($): 3.92

Invoice total ($): 237.92

Amount paid ($): 100.00

Payment method: Card

Balance due ($): 137.92

Enter amounts in USD. Calculate line amounts, subtotal, tax, and balance manually. Attach additional charge rows as needed.

Sign before beginning work. Sign by hand or use your electronic signing process.