Locksmith Invoice Template

Editable example • Replace the sample quantities, prices, and terms before sending.

From: [Business name and contact]
To: [Customer and billing address]
Job or vehicle: [Address, unit number, or other reference]

Invoice no.: [Number] Issued: [Date] Due: [Date or agreed terms]

Work Performed

Home Rekey — 6 Locks

Description	Qty	Unit	Unit price	Amount
Rekey Schlage deadbolts	3	ea	$25.00	$75.00
Rekey Schlage knob locks	3	ea	$20.00	$60.00
New keys (4 copies)	4	ea	$5.00	$20.00
Service call fee	1	ea	$65.00	$65.00

Example subtotal $220.00
Tax if applicable: [Enter amount]
Payments already received: [Enter amount]
Balance due: [Enter amount]

Notes

[Add payment instructions, the service date, and any approved changes.]

Illustrative prices only. This sample does not represent a quote or bill for actual work.