Locksmith quote template

Lock change and rekey quote layout

QUOTE

[Business name] · ABN [00 000 000 000] · Security licence [class and number, state]
[Local address] · [Phone] · [Email]

Quote number: Q-[number]
Date: [date]
Valid until: [date, e.g. 30 days from today]

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Property: [house / flat / shop]

THE JOB

Replace the front door deadlatch with a new [brand and model]. Rekey [number] existing cylinders on the [back door, side door, garage door] to match, so one key opens all of them. Cut [number] new keys. Test every lock and hand over all keys.

INCLUDED

- Call-out
- New deadlatch: [brand, model, finish], 1
- Rekey existing cylinders: [number]
- Keys cut: [number] [standard / restricted]
- Labour to fit, rekey and test
- Old lock left with you or taken away: [choose]

NOT INCLUDED

- Repairs to doors, frames or strike plates damaged in a break-in, unless listed above
- Glass or screen door repairs
- Wiring, power or network work for smart locks or access control
- Alarm or camera work
- Any extra lock or door found once we start (quoted before we do it)

PRICE

Call-out fee: $____
Deadlatch supplied: $____
Rekeying, [number] cylinders: $____
Keys cut, [number]: $____
Labour: $____
After-hours charge (if it applies): $____
TOTAL: $____ including GST

PAYMENT

Paid on completion by [card / bank transfer]
[For ordered hardware: deposit of $____ when you accept]

BEFORE WE START

We check photo ID and proof of ownership or authority (such as a lease or a letter from the agent) before any work starts.

CHANGES

Any change to the job is quoted and agreed before we do it.

This is a fixed-price quote. To go ahead, reply to this message or ring [phone].

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Locksmith tax invoice template

Tax invoice layout

TAX INVOICE

[Business name] · ABN [00 000 000 000] · Security licence [number]
[Local address] · [Phone] · [Email]

Invoice number: INV-[number]
Date issued: [date]
Your quote number: Q-[number] (if quoted)

Bill to: [Customer name or business name], ABN [if a business]
Job address: [Street, suburb, state, postcode]
Agent work order: [number, if a property manager booked it]

WORK DONE

Call-out, [date and time]	$____
After-hours charge (if it applies)	$____
Deadlatch supplied: [brand, model], 1	$____
Rekeying: [number] cylinders	$____
Keys cut: [number] [standard / restricted]	$____
Labour	$____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____
Less deposit paid (if any): $____
BALANCE DUE: $____

PAID: $____ on [date] by [card / transfer] (or) Please pay by [due date]
Bank transfer: BSB [000-000], account [00000000], reference INV-[number]

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