Royal Security Doors & Windows Ltd
St James House
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07710 613783
joe@royalsecurity.info

Not VAT registered

SAMPLE - NOT PAYABLE

John Doe
12 Example Close, Sampleton, XX0 0XX
Fictional example address

Sample invoice
Reference: SAMPLE-324
Example date: 18 November 2026

SITE ADDRESS: 12 Example Close, Sampleton, XX0 0XX (fictional)

WORK COMPLETED: Realigned the living-room tilt-and-turn window by toe-and-heeling the glazing. Adjusted the window on the X and Y axes to raise the leading edge and allow the locking mechanism to engage correctly. Repositioned the rising keep and serviced the multi-point tilt-and-turn locking system. Tested operation and left the window in full working order.

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Living-room tilt-and-turn window realignment and servicing, as agreed	1	£110.00	£110.00

SUBTOTAL:	£110.00
TOTAL:	£110.00
PAID:	£0.00
EXAMPLE TOTAL:	**£110.00**

DEMONSTRATION DOCUMENT

This sample shows our invoice format and an illustrative £110 charge.

No payment is due. Bank details and the online payment link have been removed. The customer and address shown are fictional.

ROYAL SECURITY

Doors & Windows Ltd

COMPLETION REPORT

Example job 324 | 18 November 2026

SAMPLE - FICTIONAL CUSTOMER AND ADDRESS

CLIENT	John Doe
SITE	12 Example Close, Sampleton, XX0 0XX (fictional)
ENGINEER	Royal Security engineer

PURPOSE OF VISIT

Repair the reported operating fault affecting the living-room tilt-and-turn window.

WORK COMPLETED

Realigned the window by toe-and-heeling the glazing. Adjusted the window on the X and Y axes to raise the leading edge and allow the locking mechanism to engage correctly.

Repositioned the rising keep and serviced the multi-point tilt-and-turn locking system.

TESTING AND OUTCOME

Operation tested following realignment and servicing. The window was operating and locking correctly and was left in full working order.

PARTS AND FURTHER WORK

No replacement hardware fitted. No outstanding work or limitations reported.

PHOTOGRAPHIC RECORD

Ten photographs are included as cropped detail views, with identifying surroundings and image metadata removed. This document is a demonstration of our reporting format.

SAMPLE - FICTIONAL CUSTOMER AND ADDRESS

Photo 1



Photo 2

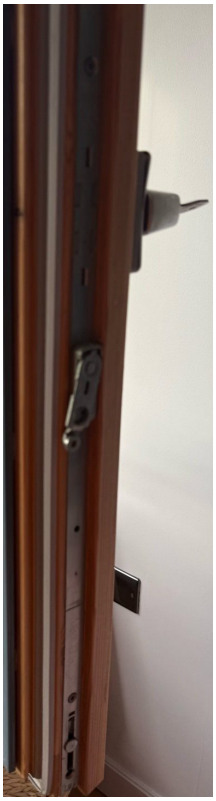

Photo 3



Photo 4

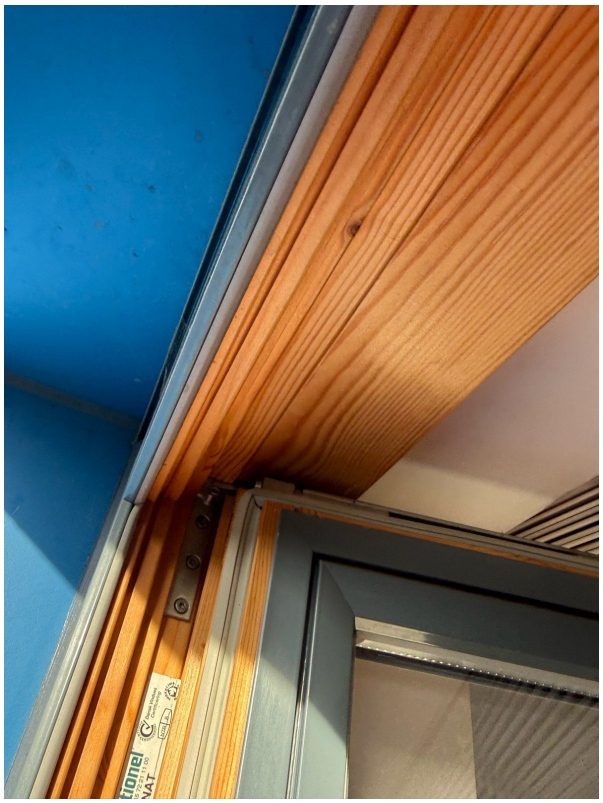

Photo 5

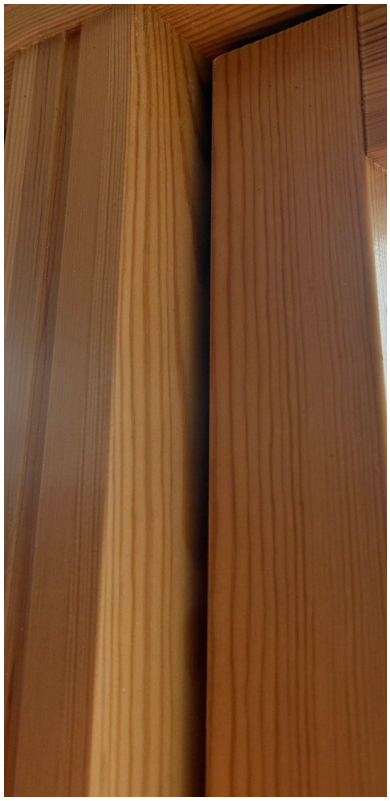

Photo 6



Photo 7

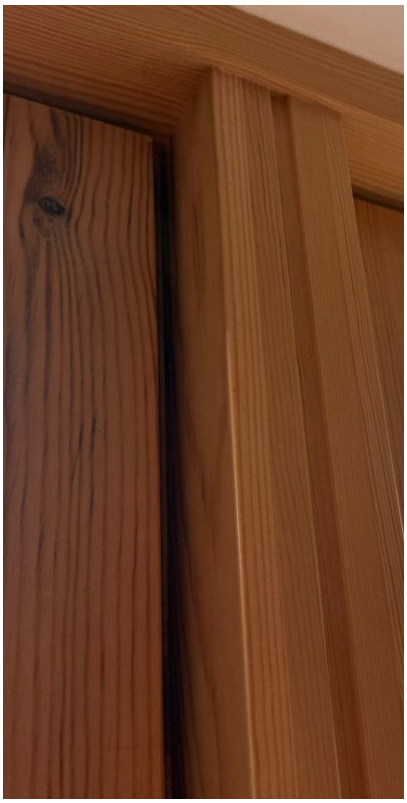

Photo 8



Photo 9



Photo 10

