[Your business name]

[Street address, city, state ZIP]
[Phone] · [Email] · [Website]
[Tow license or permit #, where your state or city issues one] · Insured: [coverage]

ESTIMATE

Estimate # [0001]
Date [MM/DD/YYYY]
Valid until [MM/DD/YYYY]
Requested date / window [MM/DD/YYYY · time window]

PREPARED FOR

[Customer name]
[Street address]
[City, state ZIP]
[Phone or email]

VEHICLE AND ROUTE

[Year, make, model, color · runs or not · keys, locked wheels, flat tires]
From: [pickup address] → To: [destination] · [loaded miles]
[Flatbed / wheel-lift / heavy-duty] · [Date and time window; when the destination takes deliveries]

DESCRIPTION	QTY	RATE	AMOUNT
Hook-up — [flatbed / wheel-lift / heavy-duty] [Truck, driver and loading]			
Loaded mileage [Miles × your per-mile rate; say if the first miles are in the hook-up]			
En-route mileage [Only if you charge the drive to a pickup outside your service area]			
Winch / recovery [Where from — garage, ditch, mud — and how far]			
Dollies / go-jaks / skates [Locked wheels, no keys, all-wheel drive]			
Wait time [Per half hour past the loading time your hook-up includes]			
After-hours / weekend / holiday [Option, or the surcharge if the slot needs it]			
Storage [Option — per day, if the destination can't take it]			

Subtotal
Sales tax / GST / VAT ([rate]%)

Estimated total

DEPOSIT TO BEGIN

[Amount — what it books, and when the balance is due]

WHAT'S INCLUDED

[The truck, the driver, the straps and the recovery work listed, the photos at pickup and drop-off — and what isn't: the options, tire repair, extra wait if the job is bigger than described.]

HOW TO PAY

[On delivery, or on release from your yard. Card, cash or bank transfer.]

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