

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

[Storage yard address and release hours]

RECEIPT

Receipt # [0001]

Date [MM/DD/YYYY]

Invoice # [if this pays an invoice]

Paid by [Card / cash / check # / insurer / roadside club]

RECEIVED FROM

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

VEHICLE

[Year, make, model] · [Color]

[State and plate] · [VIN, last digits]

[From — to]

DESCRIPTION	QTY	RATE	AMOUNT
Hook-up and tow — [flatbed / wheel-lift] [Date and time of the call]			
Mileage [Miles, loaded × rate]			
[After-hours / winch-out / dolly / gate] fee			
Storage [Days × daily rate]			
		Subtotal	
		Sales tax / GST / VAT ([rate]%)	
		Total	
		Amount paid	

Balance remaining

RELEASED TO

[Name, relationship to the vehicle (owner / agent / insurer), date and time — ID checked.]

RECEIVED BY

[Your name]. Keep this receipt for your insurer or roadside club.

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