

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

[24-hour dispatch number] · Storage yard: [address, hours]

[State or city tow license / permit #, if required]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Call # [dispatch or police call number]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

VEHICLE

[Year, make, model] · [Color]

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

[From — to] · [Date and time of the call]

DESCRIPTION	QTY	RATE	AMOUNT
Hook-up and tow — [flatbed / wheel-lift / heavy-duty] [Breakdown / accident / private property / police call]			
Mileage [Miles, loaded × rate per mile]			
[After-hours / holiday] fee [Time of the call]			
[Winch-out / recovery] [Time × rate, or flat]			
[Dolly / go-jack / lockout / fuel delivery]			
Storage [Days × daily rate; first day from MM/DD; gate fee if released after hours]			
Subtotal			
Sales tax / GST / VAT ([rate]%)			
Deposit received			
Balance due			

PAYMENT

[Due on release, or a due date. How customers can pay; yard release hours.]

RATES

[Where your rate sheet is posted; who sets the rates on a tow the owner didn't request.]