



TOW COMPANY'S INVOICE NUMBER



Send completed invoice to [invoices@icbc.com](mailto:invoices@icbc.com)

Note: this is a non-replying email address.

CLAIM NUMBER	INVOICE (select applicable categories) <input type="checkbox"/> CAT I <input type="checkbox"/> CAT II <input type="checkbox"/> T&R+	INVOICE DATE (ddmmmyyyy)	GST REGISTRATION NUMBER (If not ICBC supplier)	ACCOUNT NUMBER
SUPPLIER/PAYEE NAME		RECOVERY SCENE PHOTOS SUBMITTED WITH INVOICE? <input type="checkbox"/> yes <input type="checkbox"/> no		1ST TOW - KEYS WITH VEHICLE <input type="checkbox"/> yes <input type="checkbox"/> no
REGISTERED OWNER/DRIVER'S NAME				PHONE NO.

**Towed Vehicle Dispatch and Distance Record**

PLATE NO.	YEAR	V.I.N. (serial no.)	MAKE	MODEL	COLOUR	GWWR
*LOCATION/ADDRESS OF LOADING 1ST TOW (highways use distance from established reference point or marker)						

	TRUCK NO.	DATE (ddmmmyyyy)	FROM	TO	TOTAL KM	COSTS
First tow			*SEE ABOVE			\$
Additional tow						\$
Additional tow						\$

ADDITIONAL SERVICES	TRUCK NO.	HOURS	RATE	TRUCK NO.	HOURS	RATE	TRUCK NO.	HOURS	RATE	TOTAL AMOUNT
Recovery			\$			\$			\$	\$
Standby <input type="checkbox"/> POLICE FILE/BADGE NO.			\$			\$			\$	\$
Standby			\$			\$			\$	\$
Special services loading/securing			\$			\$			\$	\$
Difficult road			\$			\$			\$	\$
Cleanup			\$			\$			\$	\$
Traffic control vehicle			\$			\$			\$	\$
Extra person/flag person X _____			\$			\$			\$	\$
Recovery scene coordinator			\$			\$ TRIAGE PHOTOS			\$	\$
Flares and consumables	DESCRIBE									\$
Sublet charges/tolls/permits with applicable markup	DESCRIBE									\$
Company owned/leased equipment not listed on the rate chart	DESCRIBE									\$
Other	DESCRIBE									\$

Fuel Surcharge Percent _____ %	\$
<b>Total Towing Charges</b>	\$

Storage	DATE FROM	DATE TO	NO. OF DAYS	X RATE	SFA VISIT	\$
Storage for salvage sale	DATE FROM	DATE TO	NO. OF DAYS	X RATE	SFA VISIT	\$

<b>GST</b>	\$
<b>Total Tow and Storage</b>	\$

Is additional information being provided on Page 2 to support these service charges?  Yes  No

Upon receiving an ICBC tow dispatch or request for invoice, a towing company with an active ICBC supplier number releases the vehicle and invoices ICBC directly for required services. Reconciled invoices will be paid directly through ICBC's vendor payment system in accordance with the Towing and Recovery Payment Schedule. Invoices to be submitted within ten calendar days.

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CLAIM NUMBER	Written explanation for reconciling, additional service charges, and if applicable, calculations for apportioning service hours for combination vehicle(s), and recovery operations (recovery scene photos should support additional service charges). Please include licence plate numbers of all attached vehicles.

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