



Heavy Duty Towing and Storage Invoice

Tow company's sequential invoice no.
attached to this service incident

INVOICE (categories) <input type="checkbox"/> CAT III <input type="checkbox"/> CAT IV <input type="checkbox"/> T&R+ <input type="checkbox"/> Rotator <input type="checkbox"/> Tri-Drive			DATE PREPARED (ddmmmyyyy)		GST REGISTRATION NUMBER (If not ICBC supplier)	
CLAIM NUMBER		LOC. CODE	FILE RESOURCE NO.	ACCOUNT NUMBER		RECOVERY SCENE PHOTOS SUBMITTED WITH INVOICE? <input type="checkbox"/> yes <input type="checkbox"/> no
SUPPLIER/PAYEE NAME			PHONE NO.		1ST TOW - KEYS WITH VEHICLE <input type="checkbox"/> yes <input type="checkbox"/> no	
REGISTERED OWNER'S NAME						

Towed Vehicle Dispatch and Distance Record

LICENCE PLATE NO.	YEAR	VEHICLE IDENTIFICATION (serial no.)	MAKE	MODEL	COLOUR	GVWR
*LOCATION/ADDRESS OF LOADING 1ST TOW (highways use distance from established reference point or marker)						

	TOW TRUCK NO.	DATE (ddmmmyyyy)	FROM	TO	TOTAL KM	COSTS	ICBC CORRECTIONS
First tow			*SEE ABOVE			\$	\$
Additional tow						\$	\$
Additional tow						\$	\$
Rotator/Tri-Drive			DISPATCH YARD/AREA TIME	SCENE ARRIVAL TIME	TOTAL HOURS	\$	\$
			SCENE DEPART TIME	RETURN YARD/AREA TIME			

ADDITIONAL SERVICES	TRUCK NO.	HOURS	RATE	TRUCK NO.	HOURS	RATE	TRUCK NO.	HOURS	RATE	TOTAL AMOUNT
Recovery			\$			\$			\$	\$
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 cl332	DESCRIBE									\$

Fuel Surcharge Percent _____ %	\$
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Total Towing Charges \$

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

GST \$

Total Tow and Storage \$

LICENCE PLATE NUMBERS OF ALL ATTACHED VEHICLES

WRITTEN EXPLANATION FOR RECONCILING, ADDITIONAL SERVICE CHARGES AND IF APPLICABLE, CALCULATIONS FOR APPORTIONING SERVICE HOURS FOR COMBINATION VEHICLE(S) RECOVERY OPERATIONS (RECOVERY SCENE PHOTOS SHOULD SUPPORT ADDITIONAL SERVICE CHARGES)

CLAIM NUMBER	EXP.	DATE OF LOSS (ddmmyyyy)	AUTHORIZATION RESOURCE NO.	AUTHORIZING SIGNATURE
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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.