

SAMPLE TOW TICKET WITH THE ADDITIONAL INFORMATION THAT MUST BE KEPT BY A TOW COMPANY AND COMBINED WITH THE VSF CHARGES

FULL PRINTED NAME OF TOWING OPERATOR: _____

OPERATOR LIC#: _____ TOW TRUCK LP#: _____

AGENCY / PERSON REQUESTING TOW: _____

ADDRESS: : _____

PHONE: _____

ANYTOWN TOWING & RECOVERY

1234 MAIN STREET
 ANYTOWN, TX 71234
 PHONE: (555) 234-5678

TDLR LICENSE NO: 001234567C

DATE OF TOW: _____ TIME OF TOW: _____ AM PM

LOCATION OF VEHICLE: _____

LOCATION TOWED TO: _____

TIME OF THE CALL REQUESTING VEHICLE RELEASE: _____ INITIALS: _____

REASON FOR TOW: _____

YEAR	MAKE	MODEL	COLOR	LICENSE #	STATE	VIN

ITEMIZED TOWING CHARGES RELATED TO THE TOW					TOW CHARGES	

VEHICLE STORAGE FACILITY CHARGES				STORAGE CHARGES	
DATE OF RELEASE: _____	# OF DAYS OF STORAGE _____	STORAGE @ \$20/DAY FOR VEHICLES LESS THAN 25 FEET			
NAME OF PERSON RELEASING VEHICLE: _____		STORAGE @ \$35/DAY FOR VEHICLES MORE THAN 25 FEET			
ID # OF PERSON WHO PICKED UP VEHICLE: _____					

NOTIFICATION FEE:						
IMPOUNDMENT FEE (INCLUDES TARPING OF VEHICLE):						
GOVERNMENTAL OR LAW ENFORCEMENT FEE:						
LIST ACTIONS REQUIRED DURING IMPOUND AND DATE PERFORMED:					TAX	
					TOTAL	

YOU MAY DIRECT COMPLAINTS REGARDING THE VEHICLE STORAGE TO TDLR AT P.O. Box 12157, AUSTIN TX 78711 OR CALL 800-803-9202 OR THROUGH THE WEBSITE WWW.TDLR.TEXAS.GOV OR EMAIL TO INTAKE@TDLR.TEXAS.GOV

This is a sample of a tow ticket that also includes the charges of a VSF. Using this form is not required or mandated: it is just an example. Not all of the items on this form must be included. Also, items other than those listed above may be included or may be prohibited: See the Statutes and Rules for the complete guidelines to tow tickets. These guidelines are summarized on the back for your convenience.

COMBINED STATEMENT OF CHARGES

The VSF shall provide the owner or the owner's representative with a tow ticket. The tow ticket may be combined with a VSF invoice; provided, the combined tow ticket and VSF invoice comply with the following requirements:

- tow charges must appear on the combined statement of charges exactly as stated on the tow ticket prepared by the tow operator and provided to the VSF at the time the vehicle is presented for storage; and
- the combined statement of charges meet and contain all required elements of a separate VSF invoice and tow ticket; provided the license number and name of the tow operator may be excluded.
- The particular facts of a vehicle's storage determine whether or not a VSF is entitled to collect a storage fee, notification fee, impoundment fee, or governmental or law enforcement fee. Please see Rule 85.722.

A. A combined statement of charges must:

- include the licensed name of the towing company
- include the publicly listed telephone number of the towing company
- include the TDLR registration number of the towing company
- itemize each charge and characterize the fees using the identical fee structure stated in the towing company's nonconsent towing fee schedule on file with the department
- clearly note the time of the call requesting the vehicle release and have the person requesting release separately initial the notation
- include on the front page information of the department's website and email address, mailing address, and telephone number for purposes of directing complaints regarding the vehicle storage to the department.
- separate tow charges from VSF charges with each category of charges preceded by a heading or label identifying the charges as "Tow Charges" or "Storage Charges"

B. Minimum information that must be kept and/or maintained by the VSF and **may** be included on the combined statement of charges:

- year, make, model, color, correct license plate number, state issuing the license, and correct VIN of the vehicle;
- date, time and location from which the vehicle was towed,
- the name of the person or company who authorized the tow,
- the license plate numbers of plates issued to the tow truck that delivered the vehicle
- the date the vehicle was released,
- the name of the individual to whom the vehicle was released,
- the type of identification (Texas drivers license or other state or federally issued photo identification) and identification number provided by the individual to whom the vehicle was released,
- the date of any vehicle transfer, and the address of the location to which the vehicle was transferred along with the name of the towing company and tow truck driver, with TDLR license number, who made the transfer,
- storage charges, notification fees, impound fees, governmental fees, if any,
- total of all amounts received at the time the vehicle was released, including the specific nature of each charge.

Rule References: 86.709(e), 85.706(b), 85.707(a), 85.710(a)(2) and 85.710(a)(9).