

# TOW AUTHORISATION AND INVOICE

## 0861 0 72872 (0861 0 SATRA)

Company Stamp



SSP

### Customer information

Make of vehicle: \_\_\_\_\_

Registration number: \_\_\_\_\_

Driver name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bus. Tel.: \_\_\_\_\_

Home Tel.: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax. No.: \_\_\_\_\_

### Accident information

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Insurance: \_\_\_\_\_

Type of Tow: \_\_\_\_\_

Accident:

Trade:

Towed From: \_\_\_\_\_

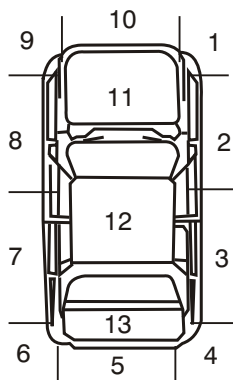
Towed To: \_\_\_\_\_

Speedo: \_\_\_\_\_

Authorisation number: \_\_\_\_\_

### Vehicle damage

- 01. Right front
- 02. Right mid-front
- 03. Right mid-back
- 04. Back right
- 05. Back centre
- 06. Back left
- 07. Left mid-back
- 08. Left mid-front
- 09. Left front



- 10. Front centre
- 11. Bonnet
- 12. Roof
- 13. Boot
- 14. Mirrors
- 15. W/Screen front
- 16. W/Screen rear
- Electrical
- Mechanical

- Keys
- Radio
- CD shuttle
- Amp
- Speakers
- Aerial
- Car mats
- Seat covers
- Seats

- Head rest
- Jack
- Wheel span
- Tools
- Wheels
- Mag wheels
- Spare wheels
- Hub cap
- Battery

- Car kit (Cell)
- Gearlock

1 st Tow _____ R _____
2 nd Tow _____ R _____
Recovery _____ R _____
Storage _____ R _____
Administration _____ R _____
Other _____ R _____
V.A.T _____ R _____
<b>TOTAL</b> _____ R _____

Caught fire <input type="checkbox"/>	Rolled <input type="checkbox"/>	Damaged undercarriage <input type="checkbox"/>
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Recovery undertaken

Additional comments: \_\_\_\_\_

Authorisation for recovery: \_\_\_\_\_

Number: \_\_\_\_\_

Contact person: \_\_\_\_\_

By my signature hereto I acknowledge that I have read, understood and agreed to the terms and conditions on the reverse hereof.

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Full names: \_\_\_\_\_

Full names: \_\_\_\_\_

## INSTRUCTIONS

1. Insurers and other clients have requested a standard format on a national basis and these books are designed to align your corporate image and processes with those of SATRA and are available exclusively from SATRA.
2. Each book is marked with unique serial numbers. These are referenced at SATRA to each and every Towing and Recovery Company.
3. SATRA owns the copyright on these documents and you may not print these yourself.
4. Each company is required to purchase a company stamp from SATRA, so that these books may be pre-stamped and sent to you. SATRA will hold these stamps at Head Office for all your SATRA stationery requirements.
5. The STANDARD TERMS AND CONDITIONS are printed on the back of all of the copies, please familiarise yourself with them.
6. These are not merely towing authorisations, but BINDING CONTRACTS.
  - 6.1. The driver must witness with the driver of the accident vehicle.
  - 6.2. The amounts may be less than the amounts printed on the back, but not more, otherwise the contract will be null and void.
  - 6.3. Should you negotiate amounts more or less than those printed on the reverse of the document, you must record these on the original in the blocks provided.
7. Documentation:
  - 7.1. The top copy (white) is for the customer;
  - 7.2. The second copy (orange) is for the repairer/insurer;
  - 7.3. The third copy (yellow) is for SATRA;
  - 7.4. The fourth copy (green) is for your records and should stay in the book.

Please send the yellow copies to SATRA:  
Team SATRA-Administration  
PO Box 25  
Cramerview  
2060

SATRA does not set prices and you are free to charge the customer what you see fit, but SATRA considers charges higher than those reflected in the STANDARD TERMS AND CONDITIONS as exploitive of the public and will act for the public where these are exceeded.

Please call us with any queries on 0861 0 72872 (0861 0 SATRA)

Kind Regards  
Team SATRA