

# INSURANCE TOW REQUEST

Email Tow Request to: [insurancetowrequest@wessservice.com](mailto:insurancetowrequest@wessservice.com)

Today's Date:

Time of Request:

Tow Requested By (Name):

Claim Number:

Insured Name:

Insured Phone Number:

Complete VIN:

Year:

Make:

Model:

License Plate:

Color:

Where is the Damage on the Vehicle?

Keys with Vehicle? If yes, where are the keys?

Pick-up Location (Company Name, Residence, Lot, etc.):

Pick-Up Location Address:

Pick-Up Location Phone Number:

Name of the Body Shop for Drop-off:

Drop-off Location Address:

Drop-Off Locaton Phone Number:

Is there a Payout, Yes or No?

If Yes, How much is the Payout?

If Yes, to Whom is the Payout to?

If yes, form of Payout accepted? (Cash or Check)

Is Payout amount above for today or tomorrow?

What is the additional storage amount, per day?

If vehicle is in the City Pound, does it have a City Sticker?

If vehicle is in the City Pound, what is the Inventory Number?

**\* FOR OFFICE USE ONLY**

**\*Call Number:**

**\*Charges Verified On:**

**\*Charges Verified By Dispatcher:**

**\*Spoke To:**