



P.O Box 394~Raymore MO 64083~Central Dispatch 816-322-9990 Fax 816-322-9991

---

**Administrative Fee Consist Of, but not limited to:**  
**(20% Of Tow Bill)**

1. Detailed digital photographs of accident scene
2. Downloading and storage of photos
3. Preparing detailed narrative from authorized personnel on scene, as needed
4. Preparing itemized invoice of all equipment used on scene
5. Preparing all information gathered to company billing agent for proper preparation of invoice
6. Interacting with operator of vehicle/owner/family at impound yard and escorting to view vehicle and retrieve belongings
7. Interacting with crash team investigators and escort same into impound yard
8. Interacting with insurance appraiser and escort same into impound yard
9. Interacting via telephone and/or email with insurance/private company
10. Emailing, mailing, and/or faxing recovery documents and photos to adjuster, police departments, investigators, and customers

**Documentation Fee - Certified Letters (\$125 Fee):** Cost associated with certified letters sent out after the 3rd day of impound as required by the State of Missouri to notify owners and lienholders of impounded vehicles, sometimes consisting of multiple letters being sent.

**3rd Party Outside Transport Fee (\$275 Fee):** When insurance, owner, or lienholder send a tow truck to retrieve a vehicle from impound, for liability reasons, J's Southland Tow Service requires the vehicle to be moved outside of impound and set on the roadway to be picked up by the outside transportation.

**Grappler Removal Fee (\$75 Fee):** Removal of device used by the police department.

**Quality and Experience is Only a Phone Call Away**