**ANEXO 1 MEMORIA DESCRIPTIVA**

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| **Nombre del solicitante del servicio:**  |

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 | **Tipo de Vehículo:** |

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| **Folio Carta Porte:** |

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 | **NIV:** |

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| **Estado:** |

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 | **Marca:** |

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| **Permisionario:** |

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 | **Modelo:** |

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| **Zona de Servicio:** |

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 | **Año Modelo:** |

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| **Tipo de Servicio:** |

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 | **Matrícula:**  |

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| **Fecha de Prestación del Servicio:** |

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| **Comentario:** |

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| **Señalización: $** |

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| **Costos del Servicio** |

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| **Custodia y Señalización** |  |  |
| **Horas** | **Costo** |  |
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| **Maniobras Con Grúa:** |  |
| **Sobre el Camino:** |  |
|  **Tipo de grúa Horas**  | **Costo:** |
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| **Fuera del Camino:** |  |
|  **Tipo de grúa Horas**  | **Costo:** |
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| **Maniobras Especiales** |  |
| **Maniobra** | **Costo:** |
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| **Maniobra: $** |

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| **Banderazo** |  |  |
| **Tipo de Grúa** | **Costo por Banderazo** |  |
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| **Banderazo**: **$** |  |

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| **Kilometraje** |  |  |  |
| **Tipo de Grúa** | **Km** | **Costo** |  |
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|  | **Kilometraje: $** |

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| **Kilometraje con Carga** |  |  |  |
| **Grúa** | **% de Carga** | **Costo** |  |
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|  | **Kilometraje con Carga: $** |

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| **Arrastre en Terracería** |  |  |  |
| **Grúa** | **KM** | **% de Recargo**  | **Costo** |
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|  | **Costo de Arrastre en Terracería: $** |

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| **Peaje** |  |
| **Peaje: $** |

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| **Viáticos** |  |
| **Viáticos: $** |

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| **Deposito** |  |
| **Días:**  |

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| **Costo: $** |

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| **Totales** |

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| **Subtotal: $**  |

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| **IVA 16%: $**  |

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| **Retención 4%: $** |

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| **Total: $** |

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|  | **Cotización Realizada Por:** |  |
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|  | **DESCRIPCIÓN DEL ARRASTRE** |  |
| **Origen** | **Destino** | **KM** |
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Nombre y firma de la persona usuaria o interesada

Nombre y firma de la persona permisionaria

**ANEXO 2. INVENTARIO**

**Fecha:**

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| **Guardia Nacional** | **Tránsito Municipal**  | **Otra \_\_\_\_\_\_\_\_\_\_\_** |

**Datos del vehículo**

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| --- | --- | --- | --- | --- | --- | --- |
| **Marca** | **Tipo**  | **Modelo** | **Color** | **No. De Motor**  | **No. de Serie**  | **Placas** |
|  |  |  |  |  |  |  |

**Datos de la persona usuaria**

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| --- | --- | --- |
| Apellido Paterno  | Apellido Materno  | Nombre |
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| **Dirección:** |  |

**Datos de la persona permisionaria**

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| --- |
| Nombre o denominación social  |
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| **Dirección:** |  |

**Datos de la persona operadora de la grúa**

|  |  |  |
| --- | --- | --- |
| Apellido Paterno  | Apellido Materno  | Nombre |
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| **Dirección:**  |  |

**Motivo de retención del vehículo**

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| **Motivo:**  |
| **Dirección:**  |

**Descripción de daños**

|  |  |  |  |  |  |  |  |
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| **Exterior**  | **Bien**  | **Mal**  | **No tiene**  | **Exterior** | **Bien** | **Mal** | **No tiene**  |
| Defensa |  |  |  | Luces Posteriores  |  |  |  |
| Parrilla  |  |  |  | Defensa posterior  |  |  |  |
| Faros  |  |  |  | Guardafangos Der.  |  |  |  |
| Cofre  |  |  |  | Portezuela Der.  |  |  |  |
| Parabrisas  |  |  |  | Antenas  |  |  |  |
| Limpiadores  |  |  |  | Espejos  |  |  |  |
| Capacete  |  |  |  | Cajuela |  |  |  |
| Guardafangos Izq.  |  |  |  | Cristales |  |  |  |
| Portezuela Izq.  |  |  |  | Medallón |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Motor**  | **Bien** | **Mal** | **No tiene** | **Motor** | **Bien** | **Mal** | **No tiene** |
| Radiador |  |  |  | Bujías cables  |  |  |  |
| Ventilador  |  |  |  | Bobina  |  |  |  |
| Generador  |  |  |  | Bomba de gas  |  |  |  |
| Batería  |  |  |  | Bomba inyección  |  |  |  |
| Carburador  |  |  |  | Inyectores  |  |  |  |
| Filtro Aire  |  |  |  | Compresor  |  |  |  |
| Distribuidor  |  |  |  | No. de Llantas  |  |  |  |
| Tapones Ruedas  |  |  |  |  |  |  |  |
| Otros:  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Interior**  | **Bien** | **Mal** | **No tiene** | **Interior** | **Bien** | **Mal** | **No tiene** |
| Tablero |  |  |  | Bocinas  |  |  |  |
| Volante  |  |  |  | Luces  |  |  |  |
| Radio  |  |  |  | Aire acondicionado  |  |  |  |
| Equipo de sonido  |  |  |  | Asientos |  |  |  |
| Encendedor  |  |  |  | Tapetes |  |  |  |
| Espejos  |  |  |  |  |  |  |  |
| Otros: |  |

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| Observaciones:  |
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Nombre y Firma del usuario

Nombre y Firma del Permisionario

Nombre y Firma de la persona operadora de la grúa

Cargo, Nombre y Firma del Servidor Público