**ANEXO 1 MEMORIA DESCRIPTIVA**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Nombre del solicitante del servicio:** | |  | | --- | |  | | **Tipo de Vehículo:** | |  | | --- | |  | | | **Folio Carta Porte:** | |  | | --- | |  | | **NIV:** | |  | | --- | |  | | | **Estado:** | |  | | --- | |  | | **Marca:** | |  | | --- | |  | | | **Permisionario:** | |  | | --- | |  | | **Modelo:** | |  | | --- | |  | | | **Zona de Servicio:** | |  | | --- | |  | | **Año Modelo:** | |  | | --- | |  | | | **Tipo de Servicio:** | |  | | --- | |  | | **Matrícula:** | |  | | --- | |  | | | **Fecha de Prestación del Servicio:** | |  | | --- | |  | | **Color:** | |  | | --- | |  | | | **Comentario:** | |  | | --- | |  | |  |  | | |  |  |  | | --- | --- | --- | | **Señalización: $** | |  | | --- | |  | |  |  | | --- | | **Costos del Servicio** |  |  |  |  | | --- | --- | --- | | **Custodia y Señalización** |  |  | | **Horas** | **Costo** |  | | |  | | --- | |  | | |  | | --- | |  | |  | | | | | | |  |  | | --- | --- | | **Maniobras Con Grúa:** |  | | **Sobre el Camino:** |  | | **Tipo de grúa Horas** | **Costo:** | | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | | |  | | --- | |  | | | **$** | |  | | --- | |  | | | | | | | |  |  | | --- | --- | | **Fuera del Camino:** |  | | **Tipo de grúa Horas** | **Costo:** | | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | | |  | | --- | |  | | | **$** | |  | | --- | |  | | | | | | | |  |  | | --- | --- | | **Maniobras Especiales** |  | | **Maniobra** | **Costo:** | | |  | | --- | |  | | |  | | --- | |  | | | **Maniobra: $** | |  | | --- | |  | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **Banderazo** |  |  | | **Tipo de Grúa** | **Costo por Banderazo** |  | | |  | | --- | |  | | |  | | --- | |  | |  |  |  |  | | --- | --- | | **Banderazo**: **$** |  | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Kilometraje** |  | |  | |  | | | **Tipo de Grúa** | **Km** | | **Costo** | |  | | | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | | |  | | |  | **Kilometraje: $** | | |  | | --- | |  | | |  | | | **Kilometraje con Carga** |  | |  | |  | | | **Grúa** | **% de Carga** | | **Costo** | |  | | | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | | |  | | |  | **Kilometraje con Carga: $** | | |  | | --- | |  | | |  | | | **Arrastre en Terracería** | |  | |  | |  | | | **Grúa** | **KM** | | **% de Recargo** | | **Costo** | | | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | | | |  | | --- | |  | | | |  | **Costo de Arrastre en Terracería: $** | | |  | | --- | |  | | |  | | | | |  |  | | --- | --- | | **Peaje** |  | | **Peaje: $** | |  | | --- | |  | | | | |  |  | | --- | --- | | **Viáticos** |  | | **Viáticos: $** | |  | | --- | |  | | | |  | | |  |  | | --- | --- | | **Deposito** |  | | **Días:** | |  | | --- | |  | | | **Costo: $** | |  | | --- | |  | | | | |  | | --- | | **Totales** |  |  |  |  | | --- | --- | --- | | **Subtotal: $** | |  | | --- | |  | | | **IVA 16%: $** | |  | | --- | |  | | | **Retención 4%: $** | |  | | --- | |  | | | **Total: $** | |  | | --- | |  | | | |

|  |  |  |
| --- | --- | --- |
|  | **Cotización Realizada Por:** |  |
|  | |  | | --- | |  | |  |
|  | **DESCRIPCIÓN DEL ARRASTRE** |  |
| **Origen** | **Destino** | **KM** |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

Nombre y firma de la persona usuaria o interesada

Nombre y firma de la persona permisionaria

**ANEXO 2. INVENTARIO**

**Fecha:**

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

**Datos del vehículo**

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

**Datos de la persona usuaria**

|  |  |  |
| --- | --- | --- |
| Apellido Paterno | Apellido Materno | Nombre |
|  |  |  |

|  |  |
| --- | --- |
| **Dirección:** |  |

**Datos de la persona permisionaria**

|  |  |  |
| --- | --- | --- |
| Nombre o denominación social | | |
|  |  |  |

|  |  |
| --- | --- |
| **Dirección:** |  |

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

|  |  |  |
| --- | --- | --- |
| Apellido Paterno | Apellido Materno | Nombre |
|  |  |  |

|  |  |
| --- | --- |
| **Dirección:** |  |

**Motivo de retención del vehículo**

|  |
| --- |
| **Motivo:** |
| **Dirección:** |

**Descripción de daños**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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: |  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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: |  | | | | | | |

|  |
| --- |
| Observaciones: |
|  |
|  |

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