



Pet Sitter Notes

Contact Information

Where I'll Be _____

Contact # _____ Email _____

Return Date _____ Return Time _____ AM PM

Emergency Contact (name and #) _____

Pet Care Instructions

Pet(s) Name(s) _____

Feeding instructions/feeding time(s) _____

Treats _____

Walks (leash location) _____

Litter Box instructions _____

Medications/Vitamins _____

Extra Supplies _____

Other Instructions _____

Home Care Instructions

Mail _____ Newspaper _____

Rotate Lights _____ Rotate Blinds/Curtains _____

Water Indoor Plants _____ Garbage/Recycling _____
(Additional charge for outdoor watering)

Expecting Any Packages? _____

Will anyone else be in the home while you are away? _____

Other Instructions _____

Updates

Would you like updates while you are away? (check one) Yes No

If yes, what frequency? (check one) After Initial Visit Daily Every Other Day

Other _____

4 Pets' Sake Policy Review



CANCELLATIONS AND CHANGES TO SERVICE

Please provide one business day advance notice when canceling or changing your reservation, including early returns. Fees for a full day of service will apply for cancellations or early returns with less than one business day notice.

CLIENT INTERVIEW

Our initial client interview is free with at least one week notice of service needed. A \$20 consult fee applies for consults with less notice, and for any update consults.

HOLIDAY FEES

An additional fee of \$15/visit will be assessed for holidays. Holidays include: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

INCLEMENT WEATHER

Extreme weather conditions present a unique problem when visits are scheduled. Visits may be delayed due to unsafe driving conditions and pets that are sick or in need of medication will receive priority scheduling during these times. It's always a good idea to leave a spare key with a trusted neighbor for these emergency situations.

Daily dog walks will be canceled on days the federal government closes. Credits will be issued for those missed walks.

KEYS

We require two working sets of keys to your home at the time of consultation, one for your sitter and one for the office. \$15 fee for key drop-off, pick-up, or key copying.

LAST MINUTE RESERVATIONS

As soon as you have plans to travel, contact our office to secure your reservation. \$20 scheduling fee applies for visits with less than a two business days notice.

PAYMENT FOR SERVICES

Payment is due immediately upon completion of services. A late fee of 1.5% per month will be assessed for accounts over thirty days past due. Payments returned for any reason will result in a \$35 return check fee.

PLANT WATERING

As part of our service, we are happy to water up to ten indoor plants. Additional fees will apply for more plants and/or outdoor watering.



SECURITY SYSTEMS

Our pet sitters are familiar with most types of security systems. We will review your system with you at our initial client consult. Please do not give us your master code, but set up a unique code (that we will provide) for our use while caring for your pet.

STAFF SAFETY

For the safety and security of our staff, please notify the office if someone will be in your home while you are away. Our staff will not enter your home when it is occupied.