

ADVANCED PET CARE SERVICE

Client Information

Name: _____ Spouse/Partner: _____

Pets: _____

Address: _____

Home Phone: _____

Cell Phone: _____ Spouse/Partner Cell: _____

Work Phone: _____ Spouse/Partner Wk: _____

E-Mail: _____

Security System: _____

Referred By: _____

Emergency Contacts:

Name: _____

Phone: _____

Alt. Phone: _____

Name: _____

Phone: _____

Alt. Phone: _____

Other Key Holders: _____

ADVANCED PET CARE SERVICE

Home Guide & Instructions



Name: _____ Pet(s) _____

Locations:

Crated area _____ Broom/Vacuum _____

Leash/Collar _____ Put mail _____

Grooming _____ Indoor Plants _____

Food Dish _____ Outdoor Plants _____

Food _____ Birdfeeders _____

Water tap filtered bottled Thermostat _____

Water Dish _____ Circuit Box _____

Medications _____ Water Shut Off _____

Treats _____ Fire Extinguisher _____

Litter box _____ Vehicles at home _____

Poop Scoop _____ _____

Kitchen Waste _____

Outdoor Waste _____

Recycle Bin _____

Paw Towels _____

Paper Towels _____

Spot Cleaner _____

Notes & Misc.

ADVANCED PET CARE SERVICE

Pet Information Disclosure



Please complete one Pet Information Disclosure form per pet or litter.

Pet Name: _____

Owner: _____

Length of Time Owned: _____

Pet type: Dog/Cat/ _____

Breed: _____

Sex: M/F Neutered: Y/N Declawed: Y/N

License #: _____ Yr: _____

Microchip/Tattoo: _____

Physical Description (if similar to another): _____

Birth date/Age: _____

Weight: _____

Feeding Instructions:

Feed apart from other pets/supervise Dispose of uneaten food Remove food after ____ Min

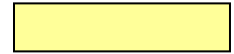
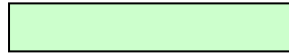
| | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Dry | Brand: Measure with: Amount: Where to feed: | <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Night | Procedure: |
| <input type="checkbox"/> Wet | Brand: Measure with: Amount: Where to feed: | <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Night | Procedure: |
| <input type="checkbox"/> Medication(s): | Amt: Location: Hide In Treat: | <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Night | Procedure: |
| <input type="checkbox"/> Medication(s): | Amt: Location: Hide In Treat: | <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Night | Procedure: |
| <input type="checkbox"/> Water | <i>Water will be cleaned and filled frequently</i> | <input type="checkbox"/> Tap <input type="checkbox"/> Bottled <input type="checkbox"/> Filtered | Dish Location: Water Location: |
| <input type="checkbox"/> Treats | Name: Amt: Location: | Notes: | |

Pet's Living Area:

| | |
|--|--|
| <input type="checkbox"/> NOT allowed outdoors at all <input type="checkbox"/> ONLY allowed outdoors on leash <input type="checkbox"/> Turn out, invisible fenced yard with collar <input type="checkbox"/> Turn out, secure fence: _____ <input type="checkbox"/> NOT allowed indoors | <input type="checkbox"/> Allowed on furniture, counters, beds <input type="checkbox"/> Restrict pet area/crate only when pet is alone <input type="checkbox"/> Restrict pet area/crate at all times Restricted Area/Crate Location: Other off-limit areas: |
|--|--|

Owner:

Pet:



Emergency Care:

**Placing Credit Card on file at vets office is recommended*

Vet Name: _____

Vaccinations up to date on (mo/yr) _____

Clinic Name: _____

Date of Rabies Vaccination: _____

Phone: _____

Monthly preventative: _____

Pet Medical History: (ongoing or reoccurring known illnesses/injuries, treatments & medications)

Temperament/Personality: _____

Pet Doesn't Like:

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Baths | <input type="checkbox"/> Hot Days | <input type="checkbox"/> Sharing Food Dishes |
| <input type="checkbox"/> Toenail Clip | <input type="checkbox"/> Rain / Snow / Cold | <input type="checkbox"/> Loud Noise / Vacuum / Garbage Disposal / Thunder |
| <input type="checkbox"/> Massage | <input type="checkbox"/> New Animals | <input type="checkbox"/> Strangers |
| <input type="checkbox"/> Touch Ears | <input type="checkbox"/> Other family pets | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Sprays | <input type="checkbox"/> People near food dish | <input type="checkbox"/> _____ |

Pet reacts to the above by: _____

Has your pet ever:

Describe (even if mild, or under extreme/unusual situations)

- Bitten anyone
- Shown aggression
- Bitten another animal
- Injured self/escaped out of fear
- Escaped from home,
 - Where does he/she like to escape to?
 - How can he/she be retrieved?

Commands: (Please circle commands we know, and underline commands we are working on):

Sit Stay Come Heel No Down Walk Out

Off Potty Bed Good_____ Bad_____ Drop It Cookie Treat

Other Commands:

Favorite Games, Toys, and Activities:

Comments:

Client/Owner Name: _____

Signature: _____ Date: _____

ADVANCED PET CARE SERVICE

Contract and Legal Considerations

For the purposes of this document, the terms Client, Owner, Pet Owner, and Customer are synonymous with the person contracting services for one or more domestic animals.

- ✔ A **signed Service Request** must be provided to your sitter before service is provided for any period.
- ✔ Deposit in full is due prior to the start of service. **Reservations are not held** until payment in full is received by Advanced Pet Care Service or special arrangements are agreed upon by both parties in writing. A \$2 per visit late charge will be assessed to service that is not paid in advance. Reservations for not yet cleared PayPal payments will be honored.
- ✔ There will be a **\$30 service charge** for each returned check.
- ✔ Unpaid service may be cancelled without notice, including prior to or during the service period.
- ✔ Cancellation Charge Schedule effective 4/1/2008 (% applies to entire service period total):
 - **0 - 48 hours** prior to any service, and/or Holidays: Payment in full is charged (no refunds)
 - **2 - 7 days** prior to service: 20% of service total is due (equals an 80% refund)
 - **8 days** prior to service or more: No charge, refund in full.
- ✔ Reservations are made to plan sitter availability to clients. Therefore, clients returning home early will be required to pay for the reserved amount of time scheduled including travel time. Clients will not have to pay for scheduled Special Services not preformed.
- ✔ Advanced Pet Care Service is not responsible for wilted, dead or otherwise unhealthy plants. Advanced Pet Care Service will work hard to follow your written directions as precisely as possible, but cannot be responsible if the results are not favorable. ***Please place all indoor plants together on a waterproof surface in plain sight***, as your pet sitter is not responsible for water damaged areas or missed plants.
- ✔ Advanced Pet Care Service is not responsible for damage to the home beyond the control of the Pet Sitter. This includes, but is not limited to leaks, electrical problems, and acts of nature. In these situations, the company will attempt to contact the customer and then the emergency contact before making a subjective decision on dealing with the problem. All repairs and related fees (including Special Service emergency service time and coordination fees) will be paid by the client, or fully reimbursed to Advanced Pet Care Service within 14 days.
- ✔ Advanced Pet Care Service is not responsible for any damage to property of the client or others unless such damage is caused by the negligent act of the Pet Sitter. Advanced Pet Care Service agrees to remain insured through PSA or a comparable pet sitting liability insurance entity during each service period. Advanced Pet Care Service accepts no responsibility for loss to the premises if other individuals have access to a client's home, or if the home is not properly secured.
- ✔ At the time that service is booked, Owner will notify pet sitter of everyone who has been granted access to the home during the service period. All other individuals that visit the home will leave a log of their visit.
- ✔ Advanced Pet Care Service is not liable for any loss or damage in the event a burglary or other crime that should occur while under this contract. Pet Owner agrees to secure home prior to leaving the premises. Advanced Pet Care Service will attempt to re-secure the home to client instructions at the end of each visit. While keys are in the possession of a Pet Sitter, they will be either on the Sitter's physical person, or be properly secured.
- ✔ Pet Owner must have legal rights to place the animals in the care of Pet Sitters, Kennels, and Veterinary Clinics. The Pet Sitter cannot service a home with "Visiting" pets or animals that do not belong to the resident of the service site without separate sets of agreement forms, including a Legal Considerations Agreement, accepted and signed by each rightful owner(s).
- ✔ The terms of this document apply to all the pets owned by the client, including any and all new pets that the customer obtains on or after the date this document was signed, at any and all locations the owner designates for service.
- ✔ Pet Owner is responsible for pet-proofing house and yard, and the security fences/gates/latches. Advanced Pet Care Service will not be responsible for the safety of any pets and will also not be liable for the death, injury, disappearance, or legal consequences of any pet with unsupervised access to the outdoors.

- ✔ Advanced Pet Care Service is authorized to seek any emergency veterinarian assistance needed during visits, at the cost of the client, from any veterinarian as chosen by the sitter. However, the company is not responsible for the health/well being of the animal.
- ✔ Pet Owner is responsible for supplying the necessary, safe equipment/supplies needed for care of their pet(s), including but not limited to a sturdy, well-fit harness (halter, collar, etc...) for walks or in case of emergencies, firmly affixed vaccination tags, a lead rope or leash, pooper-scoopers, litter boxes, food, cleaning supplies, medicines, pet food, and cat litter. Pet Owner authorizes any purchases necessary for the satisfactory performance of duties. Pet Owner agrees to be responsible for the payment of such items, as well as service fees for obtaining items, and will reimburse Advanced Pet Care Service within 14 days for all purchases made.
- ✔ Pet Owner will be responsible for all medical expenses and damages resulting from an injury to a Pet Sitter, or other persons, by the Pet. Customer agrees to indemnify, hold harmless, and defend Advanced Pet Care Service, in the event of a claim by any person injured by the Pet.
- ✔ It is suggested that arrangements be made with someone to evacuate your pets in case of a disaster or weather related event/crisis/"Code Red". Advanced Pet Care Service will definitely try to see to your pets safety/care should such events occur, but cannot guarantee it.
- ✔ This contract permits Advanced Pet Care Service to accept all future telephone, online, mail or email reservations and provide service without additional signed legal considerations agreements.
- ✔ Advanced Pet Care Service may use their discretion to stop and end service at any time that a pet poses a danger to the safety or health of itself, other pets, other people, or the Pet Sitter. If concerns prevent the Pet Sitter from continuing for a pet, the Owner authorizes the pet to be placed in a kennel, or previously arranged locale if possible. All subsequent charges, including but not limited to transportation, kenneling, tranquilizing, treating, accessing, and liability, are to be the responsibility of the Owner.
- ✔ Advanced Pet Care Service agrees to provide agreed upon services in a manner that is trustworthy, caring and dependable. In consideration of the services as an express condition thereof, the client expressly relinquishes any and all claims against the company and its employees, except those arising from negligence. Claims of negligence that involve a hired Independent Contractor, hired by Advanced Pet Care Service, will be the responsibility of the Independent Contractor and the company they represent. All hired Independent Contractors are required to carry liability insurance with optional coverage or bonding through a reputable company.
- ✔ Client agrees to discuss any concerns with Advanced Pet Care Service within 24 hours of return after service.
- ✔ This agreement is valid from the date signed, and replaces any prior Legal Considerations agreements. Client agrees to any future Advanced Pet Care Service term changes relayed verbally to the client, mailed or emailed in writing to the client, or posted on our website.
- ✔ This contract may be terminated by either party by giving thirty days written notice to the other party.
- ✔ The owner states that he/she as read this agreement in its entirety and fully understands and accepts its terms and conditions.

Client/Owner Name: _____

Signature: _____ Date: _____

Advanced Pet Care Service Representative: _____ Date: _____

ADVANCED PET CARE SERVICE

Veterinary Release Agreement

In the event that any of my pets or large animals appears to be ill, injured, or at significant risk of experiencing a medical problem at the start of service or while in the care of Advanced Pet Care Service, I give permission to Advanced Pet Care Service to seek veterinary service from a veterinarian or a veterinary clinic. My preferred veterinary services are listed on each individual Pet Information Disclosure. Other veterinarians or emergency care clinics chosen by the pet sitter are acceptable.

I ask Advanced Pet Care Service to inform the attending clinic or veterinarian of my requested total diagnosis and treatment limit of \$_____ per pet / all pets (most common values are \$200, \$1000, or unlimited). I understand that efforts will be made to contact me regarding any treatments, illness, injury, or potential problems as soon as the condition is deemed not life threatening and/or contact is possible. I understand that Advanced Pet Care Service care providers work hard to prevent accidents and injuries, and that such problems may occur no matter how well a pet is cared for. I agree to allow Advanced Pet Care Service care providers to use their best judgment in handling these situations, and I understand that Advanced Pet Care Service and its staff assume no responsibility for the actions and decisions of the veterinary staff, the health, or death of my pet(s).

I will assume full responsibility for the payment and/or reimbursement for any and all veterinary services rendered, including but not limited to diagnosis, treatment, grooming, medical supplies, and boarding. Such payments will be made within 14 days of the initial incident. I also agree to be responsible for all Special Service fees assessed by Advanced Pet Care Service for emergency transportation, care, supervision, or hiring of emergency caregivers, and will pay such fees within 14 days of each incident.

I further authorize Advanced Pet Care Service and my primary veterinarian(s) to share all of the medical records of all of my animals with veterinary clinics in an emergency in the interest of providing the best care for my ill or injured animal(s).

Every dog, cat, and horse at the site of service will be current (per my veterinarians recommendations) on its rabies vaccinations prior to the arrival of any caregiver. I will also make arrangements to guarantee that each animal will remain current on its rabies vaccinations throughout each service visit period.

I agree to notify Advanced Pet Care Service of any signs of injury or possible illness before any visit as soon as the condition appears. Advanced Pet Care Service reserves the right to cancel service at any location where a pet with a potentially infectious condition exists. Advanced Pet Care Service strives to provide clean, safe service to each of our clients. In doing so, Advanced Pet Care Service strongly recommends that each pet and large animal be vaccinated, dewormed, and protected from harmful insects according to veterinarian recommended standards.

This agreement is valid from the date below and grants permission for future veterinary care without the need for additional authorization each time Advanced Pet Care Service cares for one or more of my pets. I understand that this agreement applies to all of the pets and large animals within Advanced Pet Care Services care. In signing this contract, I agree that I have the sole authority to make health, medical, and financial decisions regarding the animals that will be scheduled to receive service.

Client/Owner Name: _____

Client Signature: _____ Date: _____

ADVANCED PET CARE SERVICE

Key Handling Agreement

I have provided Your Pet Sitters with the following key(s) on date: _____
(Please describe in detail, including the doors the keys will open)

Main Keys:

Backup Keys (A \$5 per key charge will be assessed if a backup method of entry is not provided):

I furthermore agree to and understand the following conditions and terms:

Advanced Pet Care Service has my permission to make a copy of my key(s) for emergency / backup purposes at their discretion.

Advanced Pet Care Service agrees to place an identifying code on my keys. My keys will not be marked with my name, address, or pet's names. When not in use or prepared for use, my keys will be stored in a secure location.

My keys will be automatically retained by my pet sitter at the end of each service period. The pet sitter will place the key in a secured location until future service is requested.

Advanced Pet Care Service has permission to provide my keys to any of its employees or independent contractors that will be providing me with Pet Sitting Service.

Key Returns

I understand that if I decide that if at any time I'd prefer to have my key returned at the last visit of my service, I will leave a note on the first day of service. This note will include the message "Advanced Pet Care Service - Leave Key on", the date and time of the last scheduled visit, and instructions on how to secure my home while leaving the key. I understand that the Advanced Pet Care Service will not be able to access my house again after the pet sitter has left the key, including in the case of emergencies or delays in my return. Key return at the last visit of service is free.

Advanced Pet Care Service is willing to exchange keys via mail. All mailed keys will be sent wrapped in cardboard and taped. The envelope will be padded and clearly marked with "Hand Sort Only – Do not machine process". Advanced Pet Care Service is not responsible for keys that are sent and/or lost in the mail. Each mailed key transfer is charged to the client at a rate of \$6.

Advanced Pet Care Service is willing to exchange keys via drop off or pick up. Each personal key transfer is charged to the client at a rate of \$10. plus travel fees.

Client/Owner Name: _____

Client Signature: _____ Date: _____