



New Client Packet

Thank you for choosing *Jen's Gentle Pet Sitters, LLC!*

Instructions:

Please print one copy of this packet, and complete using a pen. This form can be printed one-sided or two, in black & white or color.

This Packet Includes:

- Rates Summary
- Animal Companion Services
- Legal Considerations Agreement (Sign and return)
- Veterinary Release Agreement (Fill in amount, sign and return)
- Pet Information Disclosure: Please complete one Pet Information Disclosure for each pet, litter, or fish tank. (Print one copy for each pet, each form is 2 pages, and return)
- Key Ready Program Agreement (Optional)
- Service Request (Optional) – can request additional services via website email, company email, text message
- Welcome Visitors & Emergency Personnel form
- Suggested Leave-Out Checklist
- Copy of Insurance and bonding card
- Copy of Pet Sitters International Membership Card
- Copy of American Red Cross Pet First Aid Card
- Copy of Certificate of Completion for Becoming A Veterinary Assistant

Have These Items Ready for the Initial Interview:

1. Your signed documents
2. A key. We will provide a key chain and a code (no name will be put on your key)
3. A 2nd key that we can code with permanent ink.
4. Emergency contact information for yourself and 2 other contacts
5. A list of items you plan to leave out during pet sitter visits (such as paper towel, medicines, etc.)
6. Veterinary contact & medical information (allergies, conditions)
7. Trip information, including Hotel, and if you plan to have visitors to your home while away.

Rates & Services-2022 (subject to change)

VISIT TYPE	RATE (PER VISIT)
Initial Booking Consultation	FREE
Additional Consultations	\$30
Hourly	\$40
Extended	\$35
Regular	\$30
Weekly, Reoccurring Midday Dog Walks	\$25=30 mins. \$30=45 mins. \$35=60 mins.
Value Cat Sit	\$25
Overnights	\$85
All Day Care	\$120=your home \$45=our home (1 dog, \$5 each additional dog)
Key Transfer	\$25
Key Ready	\$25
Pet Transportation/ House Sitting	\$25 one-way \$40 round-trip \$40 first hour; \$35 each additional hour
Holidays*	\$10 additional per visit
Late Payment	\$15 per visit

***MLK Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day**

No extra charges for multiple pets.**

****Please schedule adequate time to provide the services requested.** If your pet(s) or home need more time than scheduled, it will be added as needed and billed to you. Newspaper pickup, watering and other average tasks are included in base price. More difficult tasks are \$20 extra per 15 minutes (e.g., purchase pet food, cat litter, pick up meds, etc.) (the "Service Fees").

Refunds & Cancellations

Holiday	Payment in full for all services is charged (no refunds)
0-48 Hrs	For Non-Holidays, payment in full is charged (no refunds)

Initial Booking Consultation 30-60 minutes

At this visit we can complete the necessary paperwork, answer questions, transfer keys, and tour your home while discussing detailed instructions on how to care for your pets. This required meeting will be scheduled at least **48 hours** prior to service.

Additional Consultations 30 Minutes

Any client requested in-home meetings other than Initial Booking Consultation.

Hourly Care 60 Minutes

Choose 1 hour increments of care.

Extended Visit Minimum 40-45 Mins

Best for long walks, multiple pet homes, and pets with special diets or special needs. Good for horses & hobby farms, and lawn watering.

Regular Visit Minimum 25-30 Mins

Our most popular choice. Good for many multiple pet homes, supervised feedings, potty walks, administering meds and play. Most dogs will require 2-4 Regular visits per day. Cats are best with 1-2 visits per day.

Weekly, Reoccurring Midday Dog Walks 30-60 Minutes Daily

Weekly reoccurring midday dog walks-30, 45 or 60 minutes-on leash in pet's neighborhood during the Monday through Friday work week.

Value Cat Sit Visit 15 Minutes

For those homes with cats only. Feedings, litter box cleaning, easy keeper care. If meds need to be given, we require a 30 minute visit minimum.

In-Home Overnight 9 Hours

For those pets who need longer care. Pet sitter at pet owner's home overnight from 9 p.m. to 6 a.m. Hours of overnight care are flexible.

In-Home All Day Care – Charge Per Day or Part Thereof (from 12:00 AM to 11:59 PM is all day care or any part thereof)

For those pets that need round-the-clock care. Pet sitter will come to pet's home or pet may come to pet sitter's home. Walk, feed, meds, play and love pet. House will have that lived-in look. Will gather mail/packages/newspapers/flyers, water plants/yard, open/close blinds, turn on/off lights, etc. Pet and home are secure.

Key Transfer

Short drop in to transfer keys (other than during free initial in-home consultation or at last scheduled visit).

Key Ready Program

Join the Key Ready Program where you provide us with two (2) sets of keys to keep. Never have to worry about key drop off or pick up again.

Local Pet Transportation Groomer, Daycare, Vet, Kennel, etc. House Sitting

One Way-We pick up your pet from one location and transport to another location. Round Trip-We pick up your pet from one location, transport to another location and provide return trip. In the event we need to wait at an appointment or house sit, its \$40 for the first hour (1 hour minimum) and \$35 for each additional hour thereafter.

Important Terms

Payment is due before service starts. Cash and checks accepted. If payment is not received at free initial consultation or before service starts a \$5.00 per visit late fee will be assessed. Checks returned for insufficient funds will be assessed a \$38 fee. A separate **signed &** completed **Service Request** is also due for each service, before each service start. With permission, you may leave a check in full and the completed Service Request for the first visit. However, **your pet sitter must leave your home** without providing any service if you forget either item.

Animal Companion Services

Jen's Gentle Pet Sitters, LLC now offers Animal Companion Services. If you are going to be gone for a long day and would like your furry loved one to remain in a home setting, please let him/her stay with us. We'll provide the love and attention while you are away for the day. We will walk and talk and play and feed and administer medicines just as if you were home with them. When it's time for pick up, your loved one will be relaxed and calm having spent the day with us.

Our Rates

\$30.00 a day for one dog (\$5.00 for each additional dog from same household)

Hours are flexible. Open 7 days a week.

We will be closed on some Holidays and certain other times throughout the year. Please check with us for these dates.



We love what we do!



Veterinary Release Agreement

In the event that any of my pets or large animals appear to be ill, injured, or at significant risk of experiencing a medical problem at the start of service or while in the care of *Jen's Gentle Pet Sitters, LLC*, I give permission to *Jen's Gentle Pet Sitters, LLC* 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 *Jen's Gentle Pet Sitters, LLC* 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 *Jen's Gentle Pet Sitters, LLC* 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 *Jen's Gentle Pet Sitters, LLC* care providers to use their best judgment in handling these situations, and I understand that *Jen's Gentle Pet Sitters, LLC* 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, emergency transportation, care, supervision, boarding or hiring of emergency caregivers. 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 *Jen's Gentle Pet Sitters, LLC* including but not limited to purchasing pet food, cat litter, picking up meds (\$20 per 15 minutes) (the "Service Fees") and will pay such fees within 14 days of each incident.

I further authorize *Jen's Gentle Pet Sitters, LLC* 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 veterinarian's 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 *Jen's Gentle Pet Sitters, LLC* of any signs of injury or possible illness before any visit as soon as the condition appears. *Jen's Gentle Pet Sitters, LLC* reserves the right to cancel service at any location where a pet with a potentially infectious condition exists. *Jen's Gentle Pet Sitters, LLC* strives to provide clean, safe service to each of our clients. In doing so, *Jen's Gentle Pet Sitters, LLC* 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 *Jen's Gentle Pet Sitters, LLC* cares for one or more of my pets. I understand that this agreement applies to all of the pets and large animals within *Jen's Gentle Pet Sitters, LLC's* 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: _____

Signature: _____

Date: _____



Legal Considerations Agreement

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.

- Initial Booking Consultation will be provided by *Jen's Gentle Pet Sitters, LLC* at no charge. Additional Consultation(s) with *Jen's Gentle Pet Sitters, LLC* requested by client other than Initial Booking Consultation will be a fee of \$30 for 30 minutes.
- Payment in full is due at the time of the reservation. **Reservations are not held** until payment in full is received by *Jen's Gentle Pet Sitters, LLC* or special arrangements have been agreed upon by both parties in writing. Unless otherwise agreed upon, a \$15 per visit late charge will be assessed to service that is not paid at least 48 hours in advance of service start.
- There will be a **\$38 Service Charge** for each returned check. In addition to **\$38 Service Charge**, Client is responsible for paying to *Jen's Gentle Pet Sitters, LLC* any and all bank service fees charged to *Jen's Gentle Pet Sitters, LLC* by *Jen's Gentle Pet Sitters, LLC's* banking institution(s).
- Cancellation Charge Schedule effective 1/01/2007:
 - **0 - 48 hours** prior to any Non-Holiday service, and/or Holidays: Any service which includes a **Holiday** (listed below under the Holiday Surcharge clause), payment in full will be due to *Jen's Gentle Pet Sitters, LLC* (no refunds)
- 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.
- A **\$10.00 Holiday Surcharge** per visit will be required on the following **Holidays**: Martin Luther King, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day.
- Client will provide *Jen's Gentle Pet Sitters, LLC* with a key to enter client home on initial in-home consultation (if a key is necessary to enter client home). If a client key is not available for *Jen's Gentle Pet Sitters, LLC* at initial in-home consultation or at any other time *Jen's Gentle Pet Sitters, LLC* must return to client home to pick up and/or drop off key, an \$25 fee will be incurred for each key transfer.
- Jen's Gentle Pet Sitters, LLC* is not responsible for wilted, dead or otherwise unhealthy plants. *Jen's Gentle Pet Sitters, LLC* 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.
- Jen's Gentle Pet Sitters, LLC* 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 *Jen's Gentle Pet Sitters, LLC* within 14 days of such payment (the "Special Services Fees").
- Jen's Gentle Pet Sitters, LLC* 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. *Jen's Gentle Pet Sitters, LLC* agrees to remain fully insured and bonded through Business Insurers of the Carolinas or a comparable entity. *Jen's Gentle Pet Sitters, LLC* accepts no responsibility for security of the premises or loss or damage to property or pets of the client if other individuals have access to a client's home, or if the home is not properly secured by the client or client's visitors.
- All other individuals that visit the home will leave a log of their visit.
- Jen's Gentle Pet Sitters, LLC* 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. *Jen's Gentle Pet Sitters, LLC* will re-secure the home to the best of its ability 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 stored in an undisclosed location. *Jen's Gentle Pet Sitters, LLC* subscribes to insurance coverage through Business Insurers of the Carolinas for lost key lock replacements.
- 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. *Jen's Gentle Pet Sitters, LLC* will not be responsible for the safety of any pets and will not be liable for the injury, disappearance, death, or fines of any pet with unsupervised access to the outdoors. If Pet Owner's pets disappear from unsupervised access to the outdoors and Pet Owners contact *Jen's Gentle Pet Sitters, LLC* to locate and retrieve pets, there will be a charge of \$40 per hour for this service whether pets are located and retrieved or not.
- Jen's Gentle Pet Sitters, LLC* 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 *Jen's Gentle Pet Sitters, LLC* 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 *Jen's Gentle Pet Sitters, LLC*, 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". *Jen's Gentle Pet Sitters, LLC* will definitely try to see to your pets' safety/care should such events occur, but cannot guarantee it.
- Future Services: I authorize this contract to be valid approval for services so as to permit *Jen's Gentle Pet Sitters, LLC* to accept all future telephone, online, mail or email reservations and enter my home without additional signed contracts or written authorizations.
- Jen's Gentle Pet Sitters, LLC* reserves the right to terminate this contract at any time if the Pet Sitter, in his/her sole discretion determines that Owner's pet poses a danger to the health or safety of itself, other pets, other people, or the Pet Sitter. If concerns prohibit the Pet Sitter from caring for the pet, the Owner authorizes the pet to be placed in a kennel (or previously arranged locale), with all charges (including but not limited to transportation, kenneling, tranquilizing, treating, accessing, and liability) to be the responsibility of the Owner.
- Jen's Gentle Pet Sitters, LLC* agrees to provide services stated in this agreement in a reliable, caring and trustworthy manner. In consideration of the services as an express condition thereof, the client expressly waives and 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 *Jen's Gentle Pet Sitters, LLC*, 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 notify *Jen's Gentle Pet Sitters, LLC* of any concerns within 24 hours of return.
- This agreement is valid from the date signed, and replaces any prior Legal Considerations agreements. Client agrees to any future *Jen's Gentle Pet Sitters, LLC* term changes relayed *verbally to the client*, mailed or emailed in writing to the client, or posted on our website in the most current year's New Client Packet.
- The owner states that he/she has read this agreement in its entirety and fully understands and accepts its terms and conditions.

Client/Owner Name:

Signature: _____

Date: _____



Pet Information Disclosure

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

Owner:

Pet Name:

Length of Time Owned:

Pet Type: Dog / Cat / Horse / _____

Breed:

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

Physical Description (if similar to another):

Birth date: _____ Or Age: _____

Weight: _____ Or Size: _____

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"/> Dusk <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"/> Dusk <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"/> Dusk <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"/> Dusk <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:	

<p>Pet's Living Area: <input type="checkbox"/> NOT allowed outdoors at all</p> <p><input type="checkbox"/> ONLY allowed outdoors on leash</p> <p><input type="checkbox"/> Turn out, invisible fenced yard with collar</p> <p><input type="checkbox"/> Turn out, secure fence: _____</p> <p><input type="checkbox"/> Turn out, no fence, but doesn't leave yard</p> <p><input type="checkbox"/> NOT allowed indoors</p>	<p><input type="checkbox"/> Allowed on furniture, counters, beds</p> <p><input type="checkbox"/> Restrict pet area/crate only when pet is alone</p> <p><input type="checkbox"/> Restrict pet area/crate at all times</p> <p>Restricted Area/Crate Location:</p> <p>Other off-limit areas:</p>
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Owner: Pet:

Emergency Care: **Placing Credit Card on file at vets office is recommended*

Vet Name: _____ Pet Allergies: _____
Clinic Name: _____ Vaccinations up to date on (month/yr): _____
Phone: _____ Heartworm test: Negative / Positive

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"/> All Humans |
| <input type="checkbox"/> Touch Ears | <input type="checkbox"/> Other family pets | <input type="checkbox"/> Strangers |
| <input type="checkbox"/> Sprays | <input type="checkbox"/> People near food dish | <input type="checkbox"/> |

Pet reacts to the above by:

Has Pet Ever:

- Attacked someone/bit someone
- Attacked another animal
- Injured self /escaped out of fear
- Injured self out of boredom
- Escaped from home,

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

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	No	Outside	Make Poo	Potty	Bad	Bath	In the House
Stay	Down	Walk	Food	Who's Here	Good	Move	Ride
Come	Lay	Don't Pull	Treat	Back	Drop [it]	Come-on	_____
Heal	Out	Walk Nice	Cookie	Naughty	Don't Touch	Off	_____

Allowed to go for rides in sitter vehicle? Y / N May play with sitter's personal pet(s) for socialization? Y / N

Favorite Games, Toys, and Activities:

Comments:

Client/Owner Name:



Key Ready Program Agreement-Optional

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

Main Keys:

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

Jen's Gentle Pet Sitters, LLC has my permission to make a copy of my key(s) for emergency / backup purposes at their discretion.

Jen's Gentle Pet Sitters, LLC 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 by the pet sitter.

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.

Jen's Gentle Pet Sitters, LLC has permission to provide my keys to any of its independent contractors that will be providing me with Pet Sitting Services.

Jen's Gentle Pet Sitters, LLC will charge a fee of \$25.00 for the Key Ready Program.

Key Return

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 "**Pet Sitter - 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 pet sitter 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.

Jen's Gentle Pet Sitters, LLC is willing to exchange keys via drop off or pick up. Each personal key transfer is charged to the client at a rate of \$25. Exchange of keys during initial consultation or at last scheduled visit will not be charged.

Client/Owner Name:

Client Signature: _____ Date: _____

Service Request

Pets				Client Full Name or ID		
				Best Way to Contact Today		
				Contact At		
Service Begins	/ /	Time		<input type="checkbox"/> Daily	<input type="checkbox"/> Every Other Day	<input type="checkbox"/> Weekdays
Service Ends	/ /	Time		<input type="checkbox"/> Scoop Poop _____		

Details	Visit Time (Check One)	Length	Rate		Cost/Visit	# of Visits	Total
Morning					X	=	
Mid-Day					X	=	
Evening					X	=	
Scoop Poop		30 mins.	\$15.00		X	=	
Subtotal							
Additional Charges							
Discounts							
Grand Total Due							

How may we reach you while you are away?	Trip Description/Hotel/Notes & Visitors Expected
Phone: <input style="width: 90%;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Email: <input style="width: 90%;" type="text"/>	

Tasks	
Walk Dog	<input style="width: 95%;" type="text"/>
Feed	<input style="width: 95%;" type="text"/>
Pill / Shots	<input style="width: 95%;" type="text"/>
Injections	<input style="width: 95%;" type="text"/>
Plants	<input style="width: 95%;" type="text"/>
Clean Litter Box	<input style="width: 95%;" type="text"/>
Take Out Trash	<input style="width: 95%;" type="text"/>
Newspaper	<input style="width: 95%;" type="text"/>
Mail	<input style="width: 95%;" type="text"/>
Blinds	<input style="width: 95%;" type="text"/>

Special Notes & Other Tasks

Payment Method

Pay Date

This request **must be confirmed** by my pet sitter, and **a Signed Copy must be left for the pet sitter.**

Signature: _____ Date: _____

Welcome Visitors & Emergency Personnel:



Our pets are being cared for by a professional who comes in at various times during the day. Please help us provide the best care for our pets by following these special pet care guidelines:

- **If a pet escapes, is injured or ill, or is having any issues please call the pet sitter asap.**

The pet sitter does have our emergency contact numbers. In the case of severe injury, please take our pet to the emergency vet clinic.

- Please make it obvious that you are here: park in the front, tape a note to the door, and listen for visitors. The police may be called on unexpected visitors. Always carry ID with you.
- Please do not feed the pets or give them any treats, even nibbles, unless instructed to do so.
- Please return the radio, tv, lights, windows, doors, fans, and locks to their original settings.
- Leave a note before you leave each and every visit. A sheet may be provided. Details can be very brief, but please do mark down if

- Pet was fed treats or food
- Pet was given water
- Plants were watered
- Pet received a hard workout
- Pet went potty, and what time
- Any accidents were cleaned up



Also please mark down your name, arrival and departure times, and any future visits.

- Locate each pet, and check to see that no pets have escaped out the door or into a forbidden area (such as a closet) each time before you leave.

Forbidden Areas & Closed Doors:



Areas that **MUST** remain **accessible** to pet:

Owner:		Emergency #:	
Pets:		Emergency Contact Info:	
Pet Sitter:	<i>Jen's Gentle Pet Sitters, LLC</i> 443-691-9319	Other Notes:	

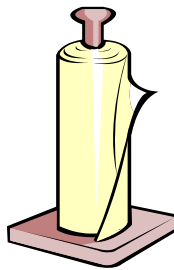


Suggested Leave-Out Checklist

Copy of Service Request, Completed and *Signed*
Muddy Paw Towels or Rags
Paper Towels – 2 rolls
Can Opener & Spoon
Plants (waterproof surface)
Watering Can
Leashes & Harnesses
Medicines
Injection Materials
Amount tags on feeding bins
Reminders & Changes
Broom, Dustpan & Vacuum
Carpet Spot Cleaner or Cleaning Machine
General Cleaner
Favorite Toys, Kongs
Brushes & Clippers
Treats & Chewies
Remote Controls for TV or Stereo
Garbage / Litter bags
Extra Litter, Litter Scoop, Pooper Scooper
Additional Contact #'s (Hotel)
Pencil or Pen
Any special last visit notes (leave key, etc).



Name tags &



Call Us:

Feel free to contact your pet sitter to check up on your pets at any time. We try to return all calls the same day. If you do not hear back from us in 24 hours, please try again – voice mails do sometimes get lost. Emails are also welcome.

Keys:

If you would like the pet sitter to leave your key or remote on the last visit, please leave a note reading “**Leave Key**” with the date and time of the last visit as well as instructions on how to secure the house without the key. Remember, if we return the key you will not be able to request additional visits if your return is delayed. Transferring the key again in the future does incur an additional fee. We encourage you to participate in our annual Key Ready Program.

Enjoy your time away!

Jen's Gentle Pet Sitters, LLC



Testimonials and References

Recently I went away and hired Jen's Gentle Pet Sitters to look after my animals, instead of imposing on a neighbor to keep an eye on things. While I was gone, a pipe in my basement sprung a leak. Not only did the wonderful folks at Jen's Gentle Pets notice it and call me immediately, but they also went out of their way to clean up the mess and make sure the water was turned off, so the leak couldn't return.

When I came home, instead of dealing with a flooded basement and traumatized animals, I found everything under control. My newspapers had been collected, my plants watered, and most important of all, my animals looked GREAT! I had daily progress reports letting me know exactly what had happened when I was not there and they followed all my instructions perfectly.

Jen's Gentle Pet Sitters did a phenomenal job and I heartily recommend them. Having a professional taking care of your home and pets makes such a difference!

--Teresa Bennett

My husband and I would just like to say a huge THANKS for taking such good care of our cats while we were on vacation. It sounded like the cats had their own vacation! We enjoyed reading your delightful notes and very much appreciated them. We will definitely call you if we need pet sitting services again (while we are in the area) and will whole-heartedly recommend you to others. Good luck with your new and growing business.

--E. & B. Pickett

Jen, Thanks to you and Nancy for taking good care of Sugar. Glad to see he wasn't stressed by our absence. He didn't look like he even missed us!! It's such a relief to be able to leave him home and not worry. Thanks again.

--P. Barb

Thank you so much for looking after our cat, Maggie, and for taking care of the plants and mail. Maggie was very glad to see us when we got home! It was nice to know on vacation that our cat was comfortable and well taken care of in her own home.

Thanks again,

--Karalee & Michael

