



# Client Information

### Owner 1

Name: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 City, state, zip: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_  
 Home phone: \_\_\_\_\_  
 Work phone: \_\_\_\_\_  
 E-mail 1: \_\_\_\_\_  
 E-mail 2: \_\_\_\_\_

### Owner 2

Name: \_\_\_\_\_  
 Street address: same  
 City, state, zip: same  
 Cell phone: \_\_\_\_\_  
 Home phone: same  
 Work phone: \_\_\_\_\_  
 E-mail 1: \_\_\_\_\_  
 E-mail 2: \_\_\_\_\_

Name of subdivision/complex (if applicable): \_\_\_\_\_

Directions from closest major intersection to your home:  
 \_\_\_\_\_  
 \_\_\_\_\_

Parking instructions: \_\_\_\_\_

Entry & exit instructions (gated entry, code, alarm, which door to use, etc.). If there's an alarm, please include code to arm, code to disarm, password, company name, and company phone number.

We will leave a written diary of each visit. In addition, would you like a brief nightly update message via text message, e-mail, or voicemail? Or would you prefer we only contact you if we have questions, concerns, or problems? Please mark one:

- Only need to contact us with questions or problems
- Send nightly text message to (specify cell phone number): \_\_\_\_\_
- Send nightly e-mail to (specify e-mail address): \_\_\_\_\_
- Leave nightly voicemail message at (specify phone number): \_\_\_\_\_
- Other: \_\_\_\_\_

Please complete this section for when you're out of town:

Take in mail?	Yes	No	Instructions: _____
Water plants?	Yes	No	Instructions: _____
Adjust lights?	Yes	No	Instructions: _____
Adjust blinds/curtains?	Yes	No	Instructions: _____
Play TV or radio?	Yes	No	Instructions: _____
Take trash to curb?	Yes	No	Instructions: _____

We will automatically take in newspapers, flyers, and other things that would make it appear you're not home.

How did you hear about us?  
 \_\_\_\_\_

Would you like to receive our e-mail newsletter? Yes No *Note: we'll never give away/sell your e-mail address*

# Pet Profile

One pet per page. Please print additional pages for additional pets.

Pet's Name: \_\_\_\_\_ Type (dog/cat/other): \_\_\_\_\_  
Breed: \_\_\_\_\_ Color: \_\_\_\_\_  
Weight: \_\_\_\_\_ Gender: \_\_\_\_\_  
Age: \_\_\_\_\_ Birth date: \_\_\_\_\_

Medical problems? \_\_\_\_\_

Medication instructions: AM: \_\_\_\_\_  
Mid-day: \_\_\_\_\_  
PM: \_\_\_\_\_

Feeding Instructions: AM: \_\_\_\_\_  
Mid-day: \_\_\_\_\_  
PM: \_\_\_\_\_

Food brand(s): \_\_\_\_\_

Food location: \_\_\_\_\_

Treat instructions: \_\_\_\_\_

Pet's location during day: \_\_\_\_\_

Pet's location overnight: \_\_\_\_\_

Escape Artist?  Yes  No

Spayed/Neutered?  Yes  No

Micro-chipped?  Yes  No

Vaccinations Current?  Yes  No

How long have you owned pet? \_\_\_\_\_ Where did you get pet? \_\_\_\_\_

Commands/phrases to use? \_\_\_\_\_

Hiding places? \_\_\_\_\_

Afraid of anything? \_\_\_\_\_

How do we catch pet if he/she escapes? \_\_\_\_\_

Crate location (if applicable): \_\_\_\_\_

DOG: location of leash \_\_\_\_\_

DOG: location of pick-up bags \_\_\_\_\_

DOG: ever bitten a person or pet? \_\_\_\_\_

DOG: dislikes other dogs or people? \_\_\_\_\_

DOG: pulls on leash? \_\_\_\_\_

DOG: lunges at cats, squirrels, etc.? \_\_\_\_\_

DOG: will dog potty in rain? \_\_\_\_\_

DOG: poop routine/behavior? \_\_\_\_\_

CAT: bites or scratches? \_\_\_\_\_

CAT: location of litter box & scoop \_\_\_\_\_

CAT: location of extra litter \_\_\_\_\_

CAT: location of bags for dirty litter \_\_\_\_\_

CAT: allowed outside? \_\_\_\_\_

CAT: if allowed outside, what if he/she doesn't show up? \_\_\_\_\_

Other information we should have: \_\_\_\_\_

# Visit Instructions

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**AM VISIT**    **Ideal Arrival Time:** \_\_\_\_\_    **Two-hour Acceptable Arrival Timeframe:** \_\_\_\_\_

- Dog: let loose into fenced yard/ walk on leash in yard/ walk on leash down street (specify which action)
- Feed dog
- Feed cat
- Refill water bowls
- Give medication to dog
- Give medication to cat
- Scoop litter box
- Play with dog
- Play with cat
- Give treat to dog
- Give treat to cat
- Brush dog
- Brush cat
- Birds, hamsters, guinea pigs, fish, etc.: feed/ refill water
- Other:

**MID-DAY VISIT**    **Ideal Arrival Time:** \_\_\_\_\_    **Two-hour Acceptable Arrival Timeframe:** \_\_\_\_\_

- Dog: let loose into fenced yard/ walk on leash in yard/ walk on leash down street (specify which action)
- Feed dog
- Feed cat
- Refill water bowls
- Give medication to dog
- Give medication to cat
- Scoop litter box
- Play with dog
- Play with cat
- Give treat to dog
- Give treat to cat
- Brush dog
- Brush cat
- Birds, hamsters, guinea pigs, fish, etc.: feed/ refill water
- Other:

**PM VISIT**    **Ideal Arrival Time:** \_\_\_\_\_    **Two-hour Acceptable Arrival Timeframe:** \_\_\_\_\_

- Dog: let loose into fenced yard/ walk on leash in yard/ walk on leash down street (specify which action)
- Feed dog
- Feed cat
- Refill water bowls
- Give medication to dog
- Give medication to cat
- Scoop litter box
- Play with dog
- Play with cat
- Give treat to dog
- Give treat to cat
- Brush dog
- Brush cat
- Birds, hamsters, guinea pigs, fish, etc.: feed/ refill water
- Other:

# Emergency Information

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**Veterinarian Information:**

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Clinic's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Emergency contacts for pet or home emergencies (authorized to make decisions if we can't reach you):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have any names & numbers you'd like for us to have for house problems such as your plumber, electrician, a/c company, guard house, leasing office, etc.?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

We are very sorry to have to bring this up, but it's an important issue. What would you like for us to do in the event that we arrive at your home and find that one of your pets has passed away? Of course, we will contact you immediately, but what if we reach your voicemail and you're unable to get back to us for many hours? Where should your pet wait? Should we take him/her to your vet (small pets) or arrange for pick up service (larger pets)? Leave him/her in your home until we receive further direction? Please leave instructions for each of your pets.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

And what if we arrive and find that one of your pets is in dire need of emergency care? We will rush him/her to your vet (or an emergency vet if after hours). And we will call you immediately. But if we can't reach you, is there a maximum amount you would spend at the vet? Do you authorize a licensed vet to perform euthanasia when he/she recommends it? Or must you first speak to a veterinarian? Please leave instructions for all pets. Ideally, you will also leave instructions at your vet.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I have read, understand, agree with, and kept a copy of Beg Pet Services' "Policies" document.**

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**Client Signature**

**Printed Name**

**Date**

# Hurricane Plan

Hurricane season runs from June to November of each year, but storms can form at other times. In the event that a hurricane watch or warning is issued, sitters will need to secure their own homes and possibly evacuate their own families and pets. But we will first secure your homes and pets. We must take care of everything before a storm hits, because we will be unable to be on the road during a hurricane or tropical storm. Keep in mind that we may not be able to reach you before, during, or after a storm if communication systems are down. Therefore, please use this form to plan ahead and to notify us of your wishes should anything occur while you are gone and your pets are under our care. There are three choices. Please check one.

## **Choice 1. We Transport Pet to Emergency Caretaker (Best Option)**

- We will secure your home to the best of our ability.
- We will contact your emergency caretaker and make arrangements to drop off your pet.
- We will transport your pet to your emergency caretaker for the duration of the storm.
- After the storm is over and roads are passable, we will check on your home to see if it's inhabitable.
- If your home is inhabitable, we will contact your emergency caretaker and arrange for pick up of your pet.
- We will transport your pet back to your home and will continue scheduled care.
- (Emergency caretakers may pick up and/or drop off pets if they wish.)

*Charges will apply for each trip we make, but no charges will apply while pets are with the emergency caretaker. Extra charges may apply for any extended visit time necessary at your home prior to and after a storm.*

<i>1st Choice Emergency Caretaker</i>		<i>2nd Choice Emergency Caretaker</i>	
Name:	_____	Name:	_____
Relationship:	_____	Relationship:	_____
Street address:	_____	Street address:	_____
City, state, zip:	_____	City, state, zip:	_____
Home phone:	_____	Home phone:	_____
Work phone:	_____	Work phone:	_____
Cell phone:	_____	Cell phone:	_____
E-mail:	_____	E-mail:	_____

## **Choice 2. We Transport Pet to Vet or Boarding Facility**

- We will secure your home to the best of our ability.
- We will contact your vet or boarding facility and make arrangements to drop off your pet.
- We will transport your pet to your boarding facility for the duration of the storm.
- After the storm is over and roads are passable, we will check on your home to see if it's inhabitable.
- If your home is inhabitable, we will contact your vet or boarding facility and arrange for pick up of your pet.
- We will transport your pet back to your home and will continue scheduled care.

*Charges will apply for each trip we make, but no charges will apply while pets are at the facility. Extra charges may apply for any extended visit time necessary at your home prior to and after a storm. IMPORTANT: Please leave your credit card on file at the vet or boarding facility or make other payment arrangements with the facility ahead of time. We are unable to pay for everyone's boarding and wait for reimbursement. Also, please confirm that they will be able to accommodate your pet in case of hurricane AND/OR evacuation (hurricanes category 1 – 5). Additionally, find out what they require (proof of vaccinations, crates, food, etc.).*

Veterinarian or Boarding Facility Information:

Facility Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
What to bring: \_\_\_\_\_

\_\_\_\_ Initial here to certify that you have called this facility to discuss this option, that they are able to accommodate your pet during a hurricane OR an evacuation, and that they have your payment information.

**☐ Choice 3. Pet Remains in Your Home**

- We will secure your home to the best of our ability.
- We will secure your pet in a room or crate for the duration of the storm.
- After the storm is over and roads are passable, we will continue scheduled care.

*No charge for missed visits. Extra charges may apply for any extended visit time necessary at your home prior to and after a storm. No visits will be made during a storm. Please note that if a mandatory evacuation order is issued or if roads are closed or impassable, the pet sitter may not be able to return for an extended period of time.*

**IMPORTANT:** Please note that should any pets end up being taken in by or evacuated with a sitter (instead of one of the three choices), the pet owners will be responsible for ALL costs involved, including but not limited to vehicle rentals (if necessary to accommodate animals), supplies, lodging, meals, gas, and time.

Please add any additional information here: