

Sit & Stay

76 Hollycrest Blvd.
Covington LA 70433

985-275-0884 9am-7pm M-Sa. / 2pm-5pm Sun.

Katie.SitandStay@gmail.com 10am-7pm M-Sa. / 2pm-5pm Sun.



Date Effective:

July 1, 2016

Services Performed By:

Sit & Stay
76 Hollycrest Blvd.
Covington LA 70433

Services Performed For:

Client Name
(Print): _____
Address: _____

Phone: _____
Cell: _____
Email: _____

This CONTRACT is issued pursuant to between Client Name (print): _____ (“Client”) and Sit & Stay (“Owner & Operator of Sit & Stay”), effective July 1, 2016 (the “Agreement”). This CONTRACT is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this CONTRACT and the terms of this Agreement, the terms of this CONTRACT shall govern and prevail.

This CONTRACT is effective as of July 1, 2016, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this CONTRACT, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this CONTRACT and the terms of the Exhibit(s) hereto, the terms of the body of this CONTRACT

shall prevail.

Period of Performed Services:

The Services shall commence on: _____ and shall continue as open ended until notified otherwise.

Veterinarian Information:

Place: _____

Name: _____

Phone Number: _____

Emergency Contact Information:

1) Name: _____

Relation: _____

Phone: _____

2) Name: _____

Relation: _____

Phone: _____

Services Provided:

Contractor shall provide the Services as follows:

Refundable deposit for services once complete - \$50

Overnight Service Fees whether kept at Client's home or Sit & Stay Owner's Home:

Up to three animals - \$55 / night

4-8 animals - \$85 / night

9 or more - \$150 / night

***Walks, feeding, meds, and love included. And any other owner specifications.**

Critical care animals - \$45 / night - priced individually.

***Overnight stays apart from animal care include:**

Washing all dishes

Cleaning the kitchen

Cleaning the restroom supplied to Sit & Stay for use during their stay

Taking out the trash

Washing any sheets / Towels used - folded and put away, bed remade

Mail picked up

Newspapers picked up

***Clients may ask for plants to be watered if needed.**

Daily Visits: Walking/feeding up to 3 animals: (added fee after 3 is \$5 / per additional animal)

● **1 Visit per day / \$30 / per visit**

● **2 Visits per day / \$25 / per visit**

● **3 Visits per day / \$20 / per visit**

● **4 Visits per day / \$15 / per visit**

● **NEW: 30 min. visits per day / \$20 / per visit**

*** Please note these fees are not only for animal and home care. They also cover the travel needed to and from in order to provide this service. Daily visits are never less than 1 hour, and no more than 3 hours.**

Pet Taxi Service - \$35

Veterinarian visit, Grooming/Boarding pick up/drop off, vet pick up / drop off - \$35

Independent Client Errand - \$35

Concierge Services:

● **Up to 2 hours / \$30**

● **3-6 hours / \$65**

● **7 or more hours / \$125**

Baths:

Small dog- \$18

Med dog- \$25

Large dog- \$35

***Toe nail trim included if dog is willing**

Toenail trim without bath- \$10

A \$35 travel fee for the following areas of Louisiana: Madisonville, Abita, Bush, Folsom, Lacombe, Slidell, Hammond and all of the South Shore. After 5 days, travel will be \$5 / day.

Extended Stay Discount: if booked 15 days or more the client will receive a \$10 discount on their total invoice.

If for any reason you need the services of Sit & Stay and may need assistance with the fees, please contact Owner, Katie Lynn Cotaya to discuss further arrangements.

Contractor Responsibilities:

I will perform all tasks asked by the Client to specificity. All animals and households will be well loved and cared for with top priority. I will keep the client regularly updated with information regarding their animal, house, and possessions. If for any reason there is a state of emergency I will follow the emergency contact information provided by the client in this contract. Also for any reason there is an emergency and proper contacts or vet information has not been provided I will seek help at the veterinarian office listed below by default:

Three Rivers Animal Hospital
Dr. Beth Audibert
19412 Harrison Ave.
Covington, LA 70433
985-302-5360

If for any reason an emergency should happen after hours, I will seek help at the following veterinarian office:

MedVet Medical & Cancer Centers for Pets
2611 Florida St.
Mandeville, LA 70448
985-626-4862

Sit & Stay is not responsible for any damage caused by the client's animal(s), however if any damage were to occur Sit & Stay will notify the client immediately.

Client Responsibilities:

- If any services are needed by a veterinarian, the client is responsible for payment upon services.

- The Client will provide any and all information regarding the care of their animal(s) and household. Such as: Medications
- Vitamins
- Food / Feeding Schedule
- Exercise / Playtime schedule
- Vet visits

- The Client will provide a copy of the animal(s) current records of vaccination. All animals must be up to date.

- The Client will provide correct personal information along with the proper emergency contacts.
- All Clients must inform Sit & Stay of any deliveries, workman, friends or family members that will be coming to the house while Sit & Stay is responsible for their property and pet care.
- Show any and all indoor/outdoor security cameras to Sit & Stay Owner, Katie Lynn Cotaya and Staff. Please include viewing range.

Animal(s) Information:

Name: _____

Age: _____

Breed: _____

Food, amount, feeding schedule: _____

Medications, dosage, administration schedule: _____

Vitamins, dosage, administration schedule: _____

Name: _____

Age: _____

Breed: _____

Food, amount, feeding schedule: _____

Medications, dosage, administration schedule: _____

Sit & Stay Policies:

In effect as of July 1, 2016 - Sit & Stay Policy: All Clients must pay a refundable deposit of \$50 per booking via PayPal invoice by their departure date. If cancellation is not communicated to Sit & Stay 7 days prior to the Client's start date for their booking, they will forfeit the deposit to Sit & Stay plus half the amount of the invoice for cancellation without proper notification. Change in booking after the start date will also result in a forfeited deposit plus full payment of the invoice. If the reservation is kept, the deposit will be refunded at the completion of services. However, if a client needs to cancel for any reason within the time allowed as stipulated in Sit & Stay's cancellation policy, the client will only forfeit the \$50 deposit, which will be individually invoiced as needed. Declined payments will have an added service fee of \$30. Any past due invoices will have a late fee of \$15 added to the total invoice amount and given 15 days after original due date to be paid. Further charges and increases will apply if the invoice is left unpaid. If a Client has received 3 late fees and ample notification of an unpaid invoice, PayPal will then pursue legal actions on behalf of Sit & Stay to obtain the funds. A travel fee will be added for areas outside of Mandeville/Covington LA. PayPal also charges a small \$3.00 processing fee on every invoice under \$50.00 for convenience. Please note PayPal's new policy: As of April 1, 2017 PayPal has now increased their processing fee to \$5.00 on every invoice \$50.00 and over. All clients will be sent a PayPal invoice for service, deposits and customer receipts.

Payment for Sit & Stay will only be accepting the following forms of payment as of January 1, 2018: **PayPal - Half of the balance due on departure. Remaining balance is due upon return date.**

January 1, 2017 will be the start of a Loyalty Rewards Card. You will all see the Rewards card enclosed with this letter. If you book 5 reservations with Sit & Stay within a 6 month period, you earn a discount on your 6th booking. Every 6 months I will send out new cards so you can use the rewards program to your benefit. There are few things to clarify for the program: If you are a weekly or monthly client, I will mark your card for each week you book my services. For standard bookings such as weekend travel and vacations, I will mark the card appropriately. Please make sure to leave this card out and available to me when using **Sit & Stay** so I can date and initial accordingly. Since we are now 3 ½ months into 2017, for those of you who have already had bookings thus far the cards will be appropriately marked.

August 1, 2017 the New Client Referral program will begin. Give the referral card to a friend, family member, neighbor, or stranger of your choice. Make sure they present the referral card to Sit & Stay at their new client consultation in order for you both to receive 5% off on your next booking with Sit & Stay.

All security cameras (indoor and outdoor) on the premises must be shown to the Sit & Stay Owner and staff as well as their viewing range. To help in this delicate matter, Sit & Stay has requested permission to cover or

deactivate any cameras that compromise the employee safety and privacy while contracted to stay/visit the client's home. We are not opposed to our clients having cameras indoors or out in order to check up on their homes and animals, as long as they are not in a morally compromising position. We encourage all clientele to have peace of mind with their own security system as well as the knowledge that Sit & Stay will always put the safety of their pets and property first. We greatly appreciate your cooperation in this matter.

Completion Criteria:

Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this CONTRACT, including delivery to Client of the materials listed in the Section entitled “Deliverable Services,” and Client accepts such activities and materials without unreasonable objections. No response from Client within 4-business days of services being delivered by Contractor is deemed acceptance.
- Contractor and/or Client has the right to cancel services or deliverables not yet provided with 7 days’ advance written notice to the other party. The client must email the Contractor at: Katie.SitandStay@gmail.com or text to: (985) 275-0884 with written notification of a cancellation within the accepted time period.

Project Change Control Procedure:

The following process will be followed if a change to this CONTRACT is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the Client.
- The designated person of the requesting party (Contractor) will review the proposed change and submit the request to the other party.
- Both Parties will review the proposed change and acknowledge the approved change, the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed by written notice.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the changes.

Please proceed to the signature page. Please be sure to print your name clearly. Accurately document the date with your signature upon agreement with Sit & Stay’s contract. Once

complete, please scan and email your contract to: Katie.SitandStay@gmail.com

IN WITNESS WHEREOF, the parties hereto have caused this CONTRACT to be effective as of
(DATE) July 1, 2016.

Client Name (print):

Sit & Stay Owner / Operator

Signature:

Signature:

Katie Lynn Cotaya

Date:

Date:

7/1/16 - Orig. Date Created /
2/22/18 - Updated