

# FIRST CHOICE PET SERVICES

(916) 223-7603

FirstChoicePetServices@yahoo.com



## OWNER INFORMATION

Name (Please list all parents) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Veterinarian \_\_\_\_\_ Phone \_\_\_\_\_

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

## PET INFORMATION

Pet Name	Age	Gender	Breed	Color
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Any History of biting? \_\_\_\_\_

Feeding Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medication Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize First Choice Pet Services to act as my agent in the event of my pet needing medical attention. I further agree that I will be responsible for any and all cost associated with the veterinary care deemed necessary by the licensed veterinarian.

➔ Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PET CARE INFORMATION

Location of Bowls \_\_\_\_\_ Food \_\_\_\_\_ Treats \_\_\_\_\_

Location of Leashes \_\_\_\_\_ Poop Bags \_\_\_\_\_ Toys \_\_\_\_\_

Location of Litter Box (s) \_\_\_\_\_ Where to dispose waste? \_\_\_\_\_

Cleaning supplies for "accidents" \_\_\_\_\_ Secure in home/yard? \_\_\_\_\_

Instructions for hot weather \_\_\_\_\_ Rain \_\_\_\_\_

## IMPORTANT PHONE NUMBERS

Vacation number \_\_\_\_\_ Relative \_\_\_\_\_ Neighbor \_\_\_\_\_

Will pet care responsibilities be shared with anyone not affiliated with our company during your absence? YES  NO

If YES, their

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Details of job sharing agreement \_\_\_\_\_

## ALARMS

Gate Code \_\_\_\_\_ House Alarm Enter Code \_\_\_\_\_ Alarm Exit Code \_\_\_\_\_

Alarm Company \_\_\_\_\_ Code Name \_\_\_\_\_ Phone \_\_\_\_\_

## HOME CARE

Lights rotated? \_\_\_\_\_ Draperies \_\_\_\_\_ TV/Stereo \_\_\_\_\_

Windows Open/Closed? \_\_\_\_\_ Bring in Newspaper? \_\_\_\_\_

Bring in mail? \_\_\_\_\_ Location of mailbox? \_\_\_\_\_ Box # \_\_\_\_\_

Location of Trash Can? \_\_\_\_\_ Trash pick up time \_\_\_\_\_

House plants you want watered? \_\_\_\_\_ How Often? \_\_\_\_\_

## YARD CARE

Pooper Scooper Location \_\_\_\_\_ Where to dispose of waste? \_\_\_\_\_

Location of Sprinklers \_\_\_\_\_ Frequency/Duration \_\_\_\_\_

Location of pots to hand water \_\_\_\_\_ Frequency \_\_\_\_\_

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## KEYS

House key tested \_\_\_\_\_ Gate key tested \_\_\_\_\_ Mail box key tested \_\_\_\_\_

Does anyone else have a keys to your house? YES/NO If yes, who? \_\_\_\_\_

**KEY PICK UP** At Consultation  Owner Drop Off  Hide Key/ Picture Text

**KEY RETURN** Kept permanently on file  Provided Hide a Key  Owner Pick Up

**PET SITTER CANNOT LEAVE KEY INSIDE HOUSE IN CASE OWNER DOES NOT RETURN AT DESIGNATED TIME**

## ANY ADDITIONAL INSTRUCTIONS

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\_\_\_\_\_ By initialing, you hereby give First Choice Pet Services permission to use photos of your animal (s) for use solely in our photo gallery on our website (FirstChoicePetServices.com). Your photos will not be used on any other marketing material.

## PET CARE SCHEDULE ( For Office Use Only)

Repeat      M T W TH F S

**Service Begins**

**Time**

**Daily**  **Weekdays**

**Service Ends**

**Time**

**Every Other Day**

Details	Visit Time	Length	Rate @ 1hr	Travel Fee	Visits per day	<b>TOTAL</b>
Mornings			X		=	
Afternoon			X		=	
Dusk			X		=	
Holiday			X		=	
Addl. Hours**			X		=	
<b>Additional Services</b>						
<b>Subtotal</b>						
<b>50% Due Today</b>						
<b>* Balance Due at Service End</b>						

\* WEEKLY SERVICE CLIENTS: Payment balance due on final day of weekly service

\*\* After initial hour, each additional hour is at a rate of \$15.00 an hour

**Electronic Invoices will be emailed from First Choice Pet Services through Invoice2go**

## TERMS AND CONDITIONS

For the purpose of this contract First Choice Pet Services and/or their representatives (Independent Contractor or employees) will be referred to as PET SITTER and the Pet Owner will be referred to as OWNER. The parties herein agree to the following terms and conditions.

1. A deposit of 50% of the total cost of pet services is due within 72 hours of booking services. The remaining 50% is due the last day of scheduled session. If having continued weekly services, FULL payment will be due at the end of the last visit of each week. A finance charge of 20% will be added to unpaid balances after 5 business days.
2. **Holidays and Vacations – Require full payment of services within 24 hours of booking in order to hold your reservation. ( All Invoices will be emailed from First Choice Pet Services through Invoice2go at time of booking for payment).**
3. **Refund and Cancellation Policy–** If Owner plans to shorten their trip they must give Pet Sitter a minimum of 48 hours notice to receive a refund. If Owner cancels their trip entirely a \$20.00 fee will apply for all notifications less than 72 hours prior to scheduled services. **Holidays and Vacations** - If Owner cancels, 50% of entire booking will apply for notifications less than 5 days prior to scheduled services. **No refund on Holiday or Vacation visits cancelled 72 hours or less before scheduled services are to begin.**
4. If Owner plans to extend their trip, they must telephone Pet Sitter a minimum of 12 hours in advance of last pet service in order to be put back on Pet Sitters schedule. Owner agrees to pay all additional fees incurred within 24 hours upon their return.
5. Owner must telephone Pet Sitter PROMPTLY upon their returning and leave a message in order not to incur another pet service charge.
6. Owner will inform their Veterinarian that a Pet Service will be caring for their pet (s) in their absence. If possible Owner will make arrangements to have Veterinarian reimbursed for any service necessary during their absence by leaving their credit card # on file.
7. If a medical emergency arises for pet, Pet Sitter will make every effort to contact the Owner but if time is of the essence Owner authorizes Pet Sitter to seek medical services at closest Veterinarian Hospital. Owner agrees to reimburse Pet Sitter for all services rendered by Veterinarian in accordance with Owners wishes as stated and signed in the “Veterinarian Treatment Authorization” form.
8. In the unlikely event of illness or personal emergency of Pet Sitter, Owner will authorize Pet Sitter arrange for another qualified person to fulfill responsibilities set forth in this contract. Owner will be notified in such a case.
9. It is the Owners responsibility to make sure all their pet (s) are current on vaccinations. Should Pet Sitter be bitten or otherwise injured by Owners pet (s), Owner agrees to pay all medical cost and lost wages incurred by Pet Sitter due to such injury.
10. Owner is responsible for any injury caused to Pet Sitter or the general public by Owner’s pet (s) or conditions of Owner’s premises.
11. In the event of inclement weather or natural disaster Pet Sitter will use their best judgment in caring for Owners pet (s) and home but cannot be held responsible for any damages to home or injury to pet arising.
12. If a problem arises such as a pipe rupture, flooding, earthquake, fire, break in, animal destroying fence etc. Pet Sitter will make every effort to contact Owner and follow their instructions. If Owner cannot be reached or Immediate action is necessary for the health, safety and welfare of the pet (s). Owner authorizes Pet Sitter to make any repairs deemed necessary by the Pet Sitter. The Owner agrees to reimburse Pet Sitter for all expenses incurred for repair of property and will hold Pet Sitter blameless for work done by others.
13. Owner is aware First Choice Pet Services is contracted with other clients that rely on continual weekly services. During any scheduled overnight stays, First Choice Pet Services may need to periodically provide previously promised drop in services to others during your pet stay. Typical drop in visits range from 30 minutes to 1 hour.

(Pet Owner Signature)

Date

(Pet Owner Signature)

Date

**TERMS AND CONDITIONS Continued**

13. Owner is to notify Pet Sitter if anyone else has keys or access to Owner's property other than Pet Sitter during the time the Pet Sitter is caring for Owner's pet (s). Pet Sitter cannot be held liable for damage done to home and pet (s) by others with such access. In addition, Pet Sitter shall not be held liable for damage done by pet to either the interior or exterior of home when Pet Sitter is not there.

14. Pet Sitter is not liable for pets that are left outside or may escape when Pet Sitter is not in attendance.

15. Owner shall, at Owners sole expense, defend Pet Sitter against any claim or demand, whether or not well founded arising from any act (s) of Owner's pet (s ) or relation to Owner's property. Owner shall indemnify and hold Pet Sitter free and harmless from all cost, expenses and liabilities including amounts paid in settlement before or after suit is commenced, attorney's fees and costs incurred by Pet Sitter in defending against such claims or demands.

16. Pet Sitter will provide the services stated herein in a reliable, caring and trustworthy manner. In consideration of these services and as an express condition thereof, Owner expressly waives and relinquishes any and all claims against Pet Sitter except those arising from gross negligence or willful misconduct on the part of Pet Sitter.

17. Should any section, provision or portion of the contract be held to be invalid, illegal, void or unenforceable, then such section provision or portion shall be deleted from this contract. The remainder of this contract shall continue in full force and effect.

18. Any controversy or claim arising out of or in relation to this contract shall be brought to Small Claims Court before any other action is taken. If the matter cannot be resolved in Small Claims Court then the parties agree to binding Arbitration in accordance with the State where it was signed. The arbitrator shall be based on the rules of the American Arbitration Association.

19. This contract shall be interpreted and governed by the laws of the State in which it is signed. Each party will perform its obligations in accordance with all the applicable laws, rules and regulations of said State.

20. No term or provision of this contract shall be waived and no breach excused verbally. To be effective, each waiver or excuse shall be in writing and signed by the party who waived or excused.

21. Each waiver or excuse shall be independent of all other. Therefore, if a term or provision is waived or breach is excused, that waiver or excuse shall not waive any other term or provision or excuse any other breach.

22. In no event will Pet Sitter be liable to Owner for any damages, including, but not limited to any lost profits., lost savings or their incidental or consequential damages arising out of Owners use of Pet Sitter services, nor will Pet Sitter be liable for any claim by any third party, unless gross negligence or willful misconduct is proven on the part of the Pet Sitter.

23. Pet Sitter reserves the right to terminate this contract at any time before or during its term if Pet Sitter, in their sole discretion, determines that Owner's Pet (s) pose a danger to the health and/or safety of Pet Sitter. If this occurs Pet Sitter will notify the Owner immediately of the problem and determine whether Owner will return or if pet (s) will need to be placed in a kennel with all charges charged to the Owner.

24. Owner authorized this signed contract to be valid approval for future services of any purposes provide by this contract permitting Pet Sitter to accept telephone reservation for service and to enter the premises without additional signed contracts or written authorization.

25. \_\_\_\_\_ By placing my initial here and signing this contract I am promising to read the Terms and Conditions in their entirety. If I have any questions about the above I will telephone the Pet Sitter before the Pet Service is to begin.

\_\_\_\_\_  
(Pet Owner Signature) (Date)

\_\_\_\_\_  
(Pet Sitter Signature) (Date)

\_\_\_\_\_  
(Pet Owner Signature) (Date)



# Pet Tech® CPR & First Aid

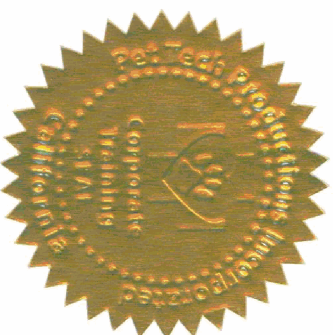
**Amber Cordes**

has successfully completed the Pet Tech® CPR & First Aid Training. A Caring, Conscientious, Responsible & Loving Petizen committed to learning the skills & techniques of Pet CPR & First Aid to

**“Improve the quality of pets’ lives, one pet parent at a time!”™**



Trained by INSTRUCTOR Lisa Chafee, PTI #22117  
Sacramento, CA  
Valid 9-29-2018 to 9-29-2020





**COMMERCIAL GENERAL LIABILITY COVERAGE PART – CLAIMS-MADE FORM  
CERTIFICATE PAGE**

IT IS AGREED THAT THIS CERTIFICATE IS ISSUED TO THE CERTIFICATE HOLDER LISTED BELOW TO CERTIFY COVERAGE UNDER THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY LISTED BELOW.

<b>INSURANCE COMPANY:</b> Certain Underwriters at Lloyds <b>NAME OF INSURED:</b> Beauty Health & Trade Alliance <b>CERTIFICATE HOLDER:</b> Amber Cordes, DBA First Choice Pet Services <b>ADDRESS:</b> 1800 Delouch Drive, Lincoln, CA 95648 <b>POLICY PERIOD:</b> 01/03/2020 to 01/03/2021 12:01 A.M. Standard Time at the Address of The Certificate Holder <b>RETRO-DATE:</b> 01/03/2020	<b>POLICY NUMBER:</b> JN1206  <b>CERTIFICATE NUMBER:</b> PCI27923
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LIMITS OF INSURANCE		
General Aggregate Limit (Other Than Products-Completed Operations)	\$	2,000,000
Products-Completed Operations Aggregate Limit	\$	2,000,000
Personal and Advertising Injury Limit	\$	1,000,000
Each Occurrence Limit	\$	1,000,000
Damage to Premises Rented To You Limit	\$	100,000
Medical Expense Limit	\$	5,000
Animal Bailee – Animals In Your Care, Custody or Control	\$	10,000
	\$	20,000
Veterinarian Expense Reimbursement	\$	1,000
	\$	5,000
	\$	250
Lost Key Liability Coverage	\$	2,000
	\$	2,000

ADDITIONAL COVERAGE OPTIONS – Coverage Applies When Checked		
<input type="checkbox"/> Employee Coverage Elected		Included in <b>LIMITS OF INSURANCE</b> shown above
<input checked="" type="checkbox"/> Independent Contractors Elected		Included in <b>LIMITS OF INSURANCE</b> shown above
<input type="checkbox"/> Dog Training Coverage		Included in <b>LIMITS OF INSURANCE</b> shown above
<input type="checkbox"/> House Sitting Coverage		Included in <b>LIMITS OF INSURANCE</b> shown above
<input type="checkbox"/> Pet Daycare Coverage		Included in <b>LIMITS OF INSURANCE</b> shown above
<input type="checkbox"/> Pet Groomers Professional Liability		Included in <b>LIMITS OF INSURANCE</b> shown above
<input checked="" type="checkbox"/> Broadened Property Damage Coverage	\$	10,000
	\$	25,000
<input type="checkbox"/> Employee Dishonesty (Bond)	\$	10,000
	\$	25,000

**FORMS AND ENDORSEMENTS** applicable to all Coverage Parts and made part of this Policy at time of issue are listed on the attach Forms and Endorsements Schedule IL 88 01 (11/85).

<b>TYPE OF BUSINESS:</b> <input checked="" type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other:		
<b>Premium:</b> \$105.00 <b>BHTA Fee:</b> \$72.00 <b>SL Tax:</b> \$4.65 <b>Stamping Fee:</b> \$0.39 <b>TOTAL COST OF INSURANCE:</b> <b>\$232.04 (100% Earned/Non-Refundable)</b> <i>Total Cost Includes Premiums, Taxes and Fees</i>	<b>POLICY DEDUCTIBLE:</b>	
<b>BUSINESS DESCRIPTION:</b> Pet Sitting , Dog Walker		

<b>Mandatory Forms and Endorsement</b>	
SLC-3	Lloyds Jacket
PC1110	Participation By Respective Contract
LSW1135B	Lloyds Privacy Policy Statement
IL0017 11/98	Common Policy Conditions
CG0002 04/13	Commercial General Liability - Claims-Made Form
PC1002	Claims Reporting
PC1004	Expense within Limits/Single Aggregate Limit
PC1005	Minimum Policy Premium
PC1007	Animal Bailee
PC1009	Dog Training - Exclusion
CG2158 07/98	Exclusion – Professional Veterinarian Services
PC1012	Assault & Battery Exclusion
PC1016	Miscellaneous Exclusion Endorsement
PC1017	Contractors Coverage Limitation
PC1018	Athletic or Sports Participants Exclusion
PC1019	Communicable Disease Exclusion
PC1020	Employment-Related Practices Exclusion
PC1021	Total Liquor and State Approved Recreational Liability Exclusion
PC1022	Limitation of Coverage to Business Description
PC1023	Lost Key Coverage Extension
PC1024	Exclusion – Injury to Any Temporary Workers, Volunteers, Casual Workers or Independent Contractors
PC1025	Veterinarian Expense Reimbursement
PC1026	Pet and Dog Breeding – Exclusion
PC1027	Extended Reporting Period
PC1028	Kennel(s) – Exclusion
PC1029	Who Is An Insured
PC1030	Employee and Independent Contractor Definition
PC1031	Claims Made and Reported Endorsement
PC1032	Owned Animal Exclusion
LMA5020	Service of Suite
NMA1331	Cancellation Clause
CG2184 01/08	Exclusion of Certified Nuclear, Biological, Chemical or Radiological Acts of Terrorism
CG2149 09/99	Total Pollution Exclusion
VER001	Recording and Distribution of Material or Information in Violation of Law Exclusion
CG2106 05/14	Exclusion – Access or Disclosure of Confidential or Personal Information and Data-Related Liability
LMA5218	Terrorism Risk Insurance Act
NMA2920	Terrorism Exclusion Endorsement
LSW1001	Several Liability Notice

<b>Optional Forms – Coverages Applies When Checked</b>		
<input checked="" type="checkbox"/>	PC1008	Broadened Property Damage
<input type="checkbox"/>	PC1010	Employee Dishonesty
<input type="checkbox"/>	PC1013	House Sitting Exclusion
<input type="checkbox"/>	PC1014	Pet Daycare Operation Exclusion
<input type="checkbox"/>	PC1015	Pet Groomers Professional Liability
<input type="checkbox"/>	CG2026 04/13	Additional Insured – Designated Person or Organization
<input type="checkbox"/>	CG2001 04/13	Primary and Non-Contributory – Other Insurance Condition
<input type="checkbox"/>	CG2404 05/09	Waiver of Transfer of Rights of Recovery Against Other to Us
<input type="checkbox"/>	CG8802 11/85	Hired and Non-Owned Auto Liability



**Employee and Independent Contractor Schedule**

Brenda Meden

Independent Contractor

THIS INSURANCE IS SUBJECT TO ALL THE TERMS AND CONDITIONS, INCLUDING APPLICABLE ENDORSEMENTS, OF THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY. A COPY OF THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY ACCOMPANIES THIS CERTIFICATE. ADDITIONAL COPIES WILL BE PROVIDED TO THE CERTIFICATE HOLDER UPON REQUEST. PLEASE READ THE POLICY AND ALL ENDORSEMENTS.

**IMPORTANT INFORMATION ON CLAIMS-MADE POLICY**

THIS IS A CLAIMS MADE AND REPORTED POLICY. SUBJECT TO ITS TERMS, THIS POLICY APPLIES ONLY TO ANY CLAIM FIRST MADE AGAINST THE INSURED AND REPORTED IN WRITING TO THE UNDERWRITERS DURING THE POLICY PERIOD OR EXTENDED REPORTING PERIOD (AS SET OUT IN CLAUSE X. OF THE POLICY), IF APPLICABLE. DAMAGES AND CLAIMS EXPENSES SHALL BE APPLIED AGAINST THE DEDUCTIBLE. CLAIMS EXPENSES ARE WITHIN AND REDUCE THE LIMIT OF LIABILITY UNDER THIS POLICY. THE UNDERWRITERS SHALL NOT BE LIABLE FOR ANY DEFENSE COSTS OR FOR ANY JUDGEMENT OR SETTLEMENT AFTER THE LIMIT OF LIABILITY HAVE BEEN EXHAUSTED. PLEASE READ THIS POLICY CAREFULLY.

**CLAIMS/INCIDENTS REPORTING**

Full detail of any incident should be submitted via the customer dashboard. Questions can be sent via email to [claims@vopins.com](mailto:claims@vopins.com) or by letter to Veracity Insurance Solutions, 260 South 2500 West, Suite 303, Pleasant Grove UT 84062.

**NO ADMISSION OF LIABILITY MAY BE MADE EITHER VERBALLY OR IN WRITING**

Program Administrator:

Veracity Insurance Solutions, LLC  
260 South 2500 West, Suite 303  
Pleasant Grove UT 84062  
888.568.0548  
[info@petcareins.com](mailto:info@petcareins.com)

UNIQUE MARKET REFERENCE  
NUMBER:

B0572YF19ST11

AUTHORITY REFERENCE NUMBER:

YF19ST11

ADMINISTRATOR SIGNATURE:

