

APPLETON'S

Doggy Home Boarding
& Day Care

Customer Booking Checklist.

- **Check date availability.**
- **Operating Procedures to read.**
- **Policy Procedures to read and sign.**
- **Service Agreement to read and sign.**
- **Owner Information – complete and sign.**
- **Dog(s) Information – complete and sign.**
- **Dog(s) Vaccination Log – complete and sign.**
- **Medicine Administration – complete and sign.**
- **Medication Permission – complete and sign.**
- **Veterinary Release – complete and sign.**
- **Nominated Vet Authorisation – complete and sign.**
- **Consent Forms – complete and sign.**
- **Confirm Booking.**
- **Invoice Customer.**
- **Take deposit**
- **Dog Holiday Checklist.**
- **Arrange Drop off Time.**