

Fillable Equine Intake Form Instructions

- On your phone, take 3 photos of your equine (full right side, full left side, face), avoiding shadows on the animal. Edit the photos by cropping down to just show the equine's body or face. Save these photos and send to your computer or tablet via email. Be sure to note the location of the files. Or use a tablet with a camera to take the pictures, then crop the photos.
- Download the Fillable Equine Intake Form from LASER website.
- In Section I, type in your information and your horse's information. You may tab through the document to enter that information. Please be specific on hay type. (Note that LASER only provides alfalfa and Bermuda and you will need to supply LASER with any other hay type.)
- In Section II, select type of equine, gender and coat color.
- Tab to first photo box, click on the icon and select "Insert Picture", click on the side photo you want to use and click "Insert". Tab to the next photo box, insert second photo for the other side. Tab to the next photo box and insert the photo for the face. Resize all photos to make sure they remain on the first page of the form. To resize, click on the photo and use the corner arrows to size.
- Save your form with your horse's name and print your form in color as a double-sided document. Fill in by hand and sign the Medical Care Authorization section once the form is printed. Be sure to download and print out the Hold Harmless Waiver and Release document found on the website and sign it also.
- Keep your I Am Ready forms, including the Hold Harmless Waiver and Release, in an easily accessible place such as your tack room, horse trailer, or boarding facility office.