

(480) 570-3117

Professional Pet Sitting by Denise

CERTIFIED VETERINARY TECHNICIAN

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 @propetsittingbydenise



ALL PETS—ALL SIZES

New Client Instructions

Thank you for choosing me as your Pet Sitter!

Instructions:

Please download and print each of the forms below from the website. The forms can be printed one-sided or two, in black & white or color. Forms should be completed in ink only.

Forms:

- Contact Information (Complete and return)
- Contract and Legal Considerations (Complete, sign and return)
- Veterinary Release Agreement (Fill in amount, sign and return)
- Pet Information Disclosure (Complete one form **for each pet, litter, or fish tank**; return)
- Service Request (Complete one form **for each trip or service period**, sign and return)
- Home Guide or Stay With Me Guide whichever is applicable (Complete and return)

Have These Items Ready for the Initial Interview:

1. Your signed documents.
2. A key. We will provide a keychain and a code (no name will be put on your key).
3. A 2nd key that we can code with permanent ink (we can make this complementary spare).
4. Emergency contact information for yourself, and 2 other contacts. (Completed Contact Information Form)
5. A list of items you plan to leave out during pet sitter visits (such as paper towels, medicines, etc). (Completed Home Guide Form)
6. Veterinary contact & medical information (allergies, conditions). (Completed Pet Information Disclosure Form)
7. Trip information, including Hotel and if you plan to have visitors while away. (Completed Service Request Form)

Rates & Services

VISIT TYPE	RATE (PER VISIT)
Initial Consultation	FREE
Regular	\$25
Drop In	\$15
Value	\$20
Extended	\$30
Half Day Care (my house)	\$15 to \$25 Price based on size. Multi-dog discounts.
Full Day Care (my house)	\$20 to \$30 Price based on size. Multi-dog discounts.
Overnights (my house)	\$25 to \$35 Price based on size. Multi-dog discounts. (extra night charged if not picked up by noon of pick up day)
ADDITIONAL FEES	RATE (PER VISIT)
Late Payment	\$5
Holidays	No extended care visits unless time permits.

Please schedule **adequate time to provide the services requested**. If your pet or home needs more time than scheduled, it will be added as needed and billed to you. Feed, water, play, water plants, bring in mail & newspaper, turn lights on & off, trash & recycle cans, change and clean litter pan, pick up and clean mess animal makes while gone, Scoop Poop (may be extra) and other average tasks are included in base price. More difficult tasks are \$5 per tasks

Your Client ID #: _____

Specials

REFER A CLIENT AND RECEIVE ONE NIGHT or ONE VISIT FREE

Every referral that books services you will receive one night or one visit free up to \$35.

Initial Booking Consultation 30 minutes

Scheduled at least **2 days prior** to services. We can complete the necessary paperwork, answer questions, transfer keys, and tour your home while discussing detailed instructions on how to care for your pets.

Regular Visit Minimum 25-30 Mins

Most popular choice. Good for multiple pet homes, supervised feedings and play. Most dogs require 2-4 visits per day. Cats are best with 1 visit per day.

Drop In 10 Minutes or less

Short drop in to transfer keys (pick up or drop off), check iron/stove, turn off sprinkler system, close windows, etc.

Value Visit Minimum 15-20 Mins

Can be used as a quick turnout or potty break, litter box cleaning, easy keeper care, or even a 3rd feeding.

Extended Visit Minimum 40-45 Mins

Best for walks, multiple pet homes, and pets with special diets or special needs.

Important Terms

Payment is due last day of service.

A separate **signed & completed Service Request** is also due for each service, before each service start.

Cancellations: No charge if properly notified