Atta-Boy! Pet Guardian

**New Client Packet**

**Thank you for choosing Atta-Boy! Pet Guardian!**

**Instructions:**

**Please thoroughly** **read, review, complete all parts (except service request form), and sign (where** **indicated) the attached *“New Client Packet,”*** as it contains information that will help us better get to know you and your pets and each of their individual needs. Also, please be specific in order for us to provide the best possible care! Though this exchange of information may at first seem a bit time-consuming, please keep in mind that once the paperwork is on file, it will allow future visits to be handled efficiently and smoothly, just the way you want them, in your absence!

**The *“New Client Packet”* (in 2 parts: client copy/sitter copy) includes:**

* Welcome/information for Visitors and Emergency Personnel
* Suggested “Leave-Out” Checklist
* Legal Considerations
* Veterinary Release
* Pet Information Sheet
* Pet Owner (Client) Contact Information
* Client’s Home Guide
* Service Request (your sitter will complete this form with you)
* Key Handling Agreement

**Please have these items ready for the initial interview:**

1. Your signed and completed 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 spare);
4. Emergency contact information for yourself, and two other contacts;
5. A list of needed items you plan to leave out during pet sitter visits (pet meds, etc.)
6. Veterinary contact & medical information (allergies, conditions).
7. Trip information, including hotel and if you plan to have visitors while away.

**Welcome Visitors & Emergency Personnel:**

Our pets are being cared for by a professional who comes in at various times during the day. Please help us provide the best care for our pets by following these special pet care guidelines:

* **If a pet escapes, is injured or ill, or is having any issues please call the pet sitter asap**. The pet sitter does have our emergency contact numbers. In the case of severe injury, please take our pet to the emergency vet clinic.
* Please make it obvious that you are here: park in the front, tape a note to the door, and listen for visitors. The police may be called on unexpected visitors. Always carry ID with you.
* Please do not feed the pets or give them any treats, even nibbles, unless instructed to do so.
* Please return the radio, tv, lights, windows, doors, fans, and locks to their original settings.
* Leave a note before you leave each and every visit. A sheet may be provided. Details can be very brief, but please do mark down if

* + Pet was fed treats or food
	+ Pet was given water
	+ Plants were watered
	+ Pet received a hard workout
	+ Pet went potty, and what time
	+ Any accidents were cleaned up

Also please mark down your name, arrival and departure times, and any future visits.

* Locate each pet, and check to see that no pets have escaped out the door or into a forbidden area (such as a closet) each time before you leave.

***Forbidden*** *Areas & Closed Doors:*

*Areas that MUST remain* ***accessible*** *to pet:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Owner:** |  | **Emergency #:** |  |
| **Pets:** |  | **Emergency Contact Info:** |  |
| **Pet Sitter:** | ***Atta-Boy! Pet Guardian*****(940) 368-8525** | **Other Notes:** |  |


# Suggested Leave-Out Checklist

Copy of Service Request, Completed and *Signed*

Muddy Paw Towels or Rags

Paper Towels – 2 rolls

Can Opener & Spoon
Watering Can, Plants (waterproof surface)

Leashes & Harnesses
Medicines, Injection Materials
Name tags & Amount tags on feeding bins

Reminders & Changes

Broom, Dustpan & Vacuum
Carpet Spot Cleaner or Cleaning Machine
General Cleaner
Favorite Toys, Kongs

Brushes & Clippers

Treats & Chewies

Remote Controls for TV or Stereo

Garbage / Litter bags

Extra Litter, Litter Scoop, Pooper Scooper

Additional Contact #’s (Hotel)

Pencil or Pen

Any special last visit notes (leave key, etc).

**Call Us:**

Feel free to contact your pet sitter to check up on your pets at any time. We try to return all calls the same day, usually between 7 pm - 8:30 pm. If you do not hear back from us in 24 hours, please try again – voice mails do sometimes get lost. Emails are also welcome, and we check our email all day long as possible.

**Keys:**

If you would like the pet sitter to leave your key or remote on the last visit, please leave a signed note reading “**Leave Key**” with the date and time of the last visit as well as instructions on how to secure the house without the key.

Remember, if we return the key you will not be able to request additional visits if your return is delayed. Leaving the key or storing it in our safe is free to you. Transferring the key again in the future does incur an additional fee. This includes drop-off, pick-up, or mailing done by either the sitter or the client.

Enjoy your time away!

# Atta-Boy! Pet Guardian

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