



## Booking Form

You need only complete the information relevant to your booking. Please complete ahead of your consultation.

Once this and the service agreement are complete we have sufficient information to register you and your pet(s).

Any future bookings can be made by a simple email, message or call.

		Office Use Only		
PN				
SVC				
AE				
FP	Y/N			
From		To		
	Single	Total	Feed	Y/N
SVC B			Med	Y/N
SVC P/B			KCt	Y/N
SVC Sor8			KRet	Y/N
AE fee			OF	Y/N
AE fee			CFD	Y/N
Med Fee			SM	Y/N
	Total		WAC	Y/N
PCarer				

## Owner Information

Name: Mr/Mrs/Miss First Name: ..... Surname: .....

Address: .....

Home Phone: ..... Work Phone: .....

Mobile Phone: ..... Email: .....

Emergency Contact Name: ..... Telephone: .....

Is there free parking at your property? Y/N

If NO outline restrictions, cost and/or permit details: .....

.....

.....

.....

## Pet(s) Information

Pet Name: ..... Species/Breed: .....

Age: ..... Colour: ..... Size: Small/Medium/Large

Sex: M/F Neutered: Y/N Chipped: Y/N ID Tag: Y/N

Pet Name: ..... Species/Breed: .....

Age: ..... Colour: ..... Size: Small/Medium/Large

Sex: M/F                      Neutered: Y/N                      Chipped: Y/N                      ID Tag: Y/N

Pet Name: ..... Species/Breed: .....

Age: ..... Colour: ..... Size: Small/Medium/Large

Sex: M/F                      Neutered: Y/N                      Chipped: Y/N                      ID Tag: Y/N

Continue on separate sheet if necessary.

## Booking Information

Start Date: ..... End Date: ..... Until Further Notice Y/N

Preferred Timings: .....

Service Required:        **BOARDING / LIVE-IN / POP-IN / SITTING / SOLO WALK / WALK**

Please use this box to outline specific pet instructions/requirements/behaviours/commands

## Additional Information

Where does your pet live? (e.g. inside/garden): .....

Are there any 'off limits' areas in the house: .....

Location of lead/harness: .....

Does your pet have any treats? .....

Is your pet likely to scratch or bite? Y/N

## Feeding

Time(s) of Feed: ..... .....

Type and Quantity of Food: .....

.....

Please use this box to outline any additional feeding information

## Medication Permission

Pet(s) Name: .....

Type of Medication: .....

Reason for Medication: .....

.....

Instructions for Administering: .....

.....

.....

Times to be Administered: .....

.....

This authority is valid for this and any future bookings you make with us.

Signed: .....

## Vet Release

Vet Name: ..... Telephone Number: .....

Address: .....

Known medical conditions: .....

.....

.....

I give The Pet Manny permission to transport my pet(s) to the above veterinarian and authorise treatment in the event of an emergency or sickness.

If this veterinarian is not available, I authorise The Pet Manny Ltd to transport my pet(s) to a veterinarian of choice and authorise treatment. If emergency care is needed after regular office hours, my pet(s) may be taken to the nearest Veterinarian Emergency Clinic/Hospital.

I give permission to The Pet Manny Ltd to approve treatment up to £..... (input maximum £ amount or “no limit”). I agree to be responsible for all charges including, but not limited to, vet fees, extra visit fees and transportation fees.

I agree to authorise veterinarian to euthanize my pet in **extreme** circumstances after all reasonable attempts have been made to reach me or my emergency contact.

In the event of my pet’s death, I would like the pet cremated / kept at vet / other: .....

I agree that The Pet Manny Ltd is released from all liability related to transportation to and from veterinarian and treatment for sickness or emergency.

This authority is valid for this and any future bookings you make with us.

Signed: .....

## House Information

### Security System

Company Name: ..... Phone Number: .....

Alarm Code: ..... Password: .....

Instructions to arm/disarm: .....

.....

### Property Emergency Details

Location of Shut Off Switches: Gas .....

Water .....

Electricity .....

### Additional Details

Rubbish/Recycle Day: .....

Security Check Instructions: .....

Location of Cleaning Products .....

Location of Pet Supplies .....  
.....  
.....

Wi-Fi

Wi-Fi Name: .....

Wi-Fi Password: .....

Please use this box below to outline any additional instructions or services required, such as lights to leave on/other pet(s) to feed/plants to water etc. (may incur costs, check website and/or ask at your consultation)

Key Release

You agree to supply The Pet Manny Ltd with a working set of keys to your property at the consultation.

We will safeguard Client’s key(s) in a manner consistent with that of the professional pet/home service industry, which includes tagging, coding and storing of key(s) in a manner that offers reasonable protection to Client in the event of loss or theft of key(s). We may make a copy of your keys for security against loss or theft to be kept locked away at our registered office.

Please indicate

- 1. I would like The Pet Manny Ltd to retain my key(s) for convenience and future use.
- 2. I would like The Pet Manny Ltd to return my key(s) at a mutually agreed time at the cost of £7.50.
- 3. I would like The Pet Manny Ltd to leave the keys at the property after the final visit on \_\_\_\_\_.

If we do not retain your keys for future use, there will be a £7.50 charge for key collection on future bookings.

This authority is valid for this and any future bookings you make with us.

Signed: .....

## Dog Off Lead Permission

Although it is always safer to keep dogs on leads we would prefer your authorisation to walk your dog(s) off lead, when safe to do so, to enable them to get the exercise and playtime they need and deserve.

The very best endeavours are always used to ensure dog(s) remain with the dog walker. You agree to instruct the dog walker on the best commands/behaviours for your pet's best care.

Even when we have your permission, we demand that all our pet carers only let dogs off the lead in a safe environment and when they feel they have a strong bond with the dog(s) and they will sufficiently obey commands.

In the unlikely event of the loss of any dog(s) we will notify you, your emergency contact (if needed), your vet and the relevant authorities that your pet is missing from a walk.

You agree that The Pet Manny Ltd will not be held liable for the loss of dog(s) whilst walked off the lead.

This authority is valid for this and any future bookings you make with us.

Signed: .....

## Cat Flap Disclaimer

Although it is always safer to keep cats indoors during their owner's absence, we appreciate that this is not for everyone and as you are aware of the risks, we will care for your cat(s) while he/she has access to a cat flap.

We will not be held responsible for any loss of pets who have access to an open cat flap.

In the event of your pet going missing, we will continue to provide care visits for your cats until you return. We will notify your emergency contact, your vet and the relevant authorities that your pet is missing from home.

This authority is valid for this and any future booking you make with us.

Signed: .....

## WhatsApp Updates

We will create a WhatsApp group for images and messages after every visit with your pet(s).

This group contains The Pet Manny and your allocated carer(s). Please indicate who you would like added to this group.

Name: ..... Mobile No: .....

Name: ..... Mobile No: .....

Name: ..... Mobile No: .....

Some images of pets may be posted on social media and/or used in marketing materials.

This authority is valid for this and any future booking you make with us.

Signed: .....

## Declaration

I, ..... I certify that all the information given is to the best of my knowledge and belief true, correct and complete.

Signed: ..... Date: .....

*Bookings cancelled within 14 days of service commencement may incur a cancellation fee. Please refer to the Service Agreement item 5 for your terms.*

## Owner Checklist

Below you will find a checklist to ensure you are well prepared for our visit:

### Plan Ahead

1. Call your vet ahead of time to inform them that you are away and should there be an emergency, as to the actions you wish for them to take.
2. Please ensure that the key that you are supplying works before leaving.
3. Have extra supplies of pet food available in the event that you cannot return when expected.
  - a. Any purchases made on your behalf require reimbursement and will incur additional fees.
4. Leave everything needed for the pet sitter in one general area.
5. Leave a key for a neighbour in the event of an emergency or extreme weather.
6. Inform the security company of authorised persons in the home.
7. Be sure all pets are wearing their collars with identification.
8. Ensure your house information is up to date
9. Put our number in with your travel documents so that if you are delayed, you can let us know.

### Prepare Your Home

1. Thermostat adjusted to desired temperature suitable for pets.
2. Rubbish emptied.
3. All off limit rooms have their doors closed.
4. Any external gates/buildings are locked.
5. All doors and windows closed and locked.
6. If first visit is after dusk, please leave a porch or hallway light on.
7. Any last-minute instructions please leave on kitchen work top.
8. All pets home when leaving.

### Supplies for Your Pet

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Food (and can opener) | <input type="checkbox"/> Rubbish Bags      | <input type="checkbox"/> Food/Water Bowls     |
| <input type="checkbox"/> Treats                | <input type="checkbox"/> Collar and ID     | <input type="checkbox"/> Towel/Blanket        |
| <input type="checkbox"/> Kitty Litter/Scoop    | <input type="checkbox"/> Lead              | <input type="checkbox"/> Bedding              |
| <input type="checkbox"/> Toys                  | <input type="checkbox"/> Dog Waste Bags    | <input type="checkbox"/> Medication           |
| <input type="checkbox"/> Brush/Comb            | <input type="checkbox"/> Doggy Coat        | <input type="checkbox"/> Flea/Worming Tablets |
| <input type="checkbox"/> Paper                 | <input type="checkbox"/> Cleaning Products |   |