



# BART & GABRIEL PET SITTING LLC

## SERVICE CONTRACT

### CLIENT INFORMATION

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Directions: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date & hour leaving town: \_\_\_\_\_ Referred by: \_\_\_\_\_

Date & hour returning: \_\_\_\_\_ *Where can you be reached?* \_\_\_\_\_

Means of travel: Phone: (      ) \_\_\_\_\_

Car Plane: Flight/Carrier \_\_\_\_\_ (We MUST have a telephone number or way to reach you.)

Other \_\_\_\_\_ Do you check home, cell, work or e-mail messages while you are away? \_\_\_\_\_

*In case of emergency, contact:* \_\_\_\_\_ Phone: (      ) \_\_\_\_\_

In case of inclement weather or natural disaster prohibiting travel, is there a nearby neighbor whom we may call to check on your pets? \_\_\_\_\_  
 \_\_\_\_\_  
 (Name, address and phone number.)

Name, address and phone number of family member, friend or agency/organization who would take custody of your pet in the event of a catastrophe or untoward circumstances preventing your return: \_\_\_\_\_

DATE/AMT. PAID \_\_\_\_\_

Interview Appt.: \_\_\_\_\_

**KEY(s) RECEIVED AND TESTED**

KEY RETURN:	
<input type="checkbox"/>	In Person, \$5
<input type="checkbox"/>	Left On Final Visit
<input type="checkbox"/>	Returned By Mail
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Garage Door Opener

**Locksmith Clause:** In the event that pet sitter is required to employ a locksmith to gain entry into Client's premises due to a malfunction of the lock or a failure of the Client to leave a key, it shall be the responsibility of the Client to reimburse for all costs incurred. The Client expressly gives Pet Sitter the authority to employ a locksmith on Client's behalf in the event of the aforementioned occurrences.

### HOME CARE INFORMATION

Others who have access to home (incl. phone numbers): \_\_\_\_\_ Other phone numbers: \_\_\_\_\_

Landlord: \_\_\_\_\_ Maid/Cleaning Service: \_\_\_\_\_

Plumber: \_\_\_\_\_ Electrician: \_\_\_\_\_

Location of fuse box (and fuses)/circuit breaker: \_\_\_\_\_ Primary light switches located: \_\_\_\_\_

Location of thermostat and thermostat/temperature setting for inside home: \_\_\_\_\_

Is a security system in place? Yes No Alarm Company's Name/Phone: \_\_\_\_\_

Access Code: \_\_\_\_\_ Alarm Instructions: \_\_\_\_\_

Day or Dates	Bring In Mail	News-papers	Alternate Lights	Curtains	Water Indoor Plants	Water Outdoor Plants	Bird Feeder	TV/ Radio	Litter Box	Answer Phone	Recycling/ Garbage Disposal	Pick-up Time

Additional Instructions/Comments:

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## PET CARE INFORMATION

Pet's Name	Description (Color/Breed)	Pet Birthday	Sex S/N*	Personality (Fears/Phobias)	History of Illness/Biting	Current on Shots	Collar Color	Favorite Toys/Special Treats

S/N\* — Spayed or Neutered

Day or Dates	No. Visits Per Day	Pet's Name	A.M. Diet	P.M. Diet	Daily Exercise	Daily Medications	Restrictions

Vet Preference: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Is your vet aware that you will be using our pet sitting service?  No, will notify  Yes, have notified

Does your pet have health insurance? \_\_\_\_\_

Does your pet allow you to brush and groom it?  Yes  No

Pet grooming preferences: \_\_\_\_\_

Has your pet had obedience training?  Yes  No

If yes, commands recognized: \_\_\_\_\_

\_\_\_\_\_

Is the cat declawed? If so,  Front & Rear  Front Only

Is the pet microchipped? If so, list chip company, phone # and I.D. # \_\_\_\_\_

\_\_\_\_\_

How do pets react to your absence from home? \_\_\_\_\_

\_\_\_\_\_

How does your pet react toward children and adult strangers? \_\_\_\_\_

How does your pet react to other pets; e.g. any in-house grumbling or fighting? \_\_\_\_\_

Are you aware of any reason we should approach any of your pets with caution? \_\_\_\_\_

Does your pet have any contagious illness? \_\_\_\_\_

Does your pet have any physical conditions or problems I need to be alert to? \_\_\_\_\_

Has your pet ever bitten anyone, animal or human? \_\_\_\_\_

While walking your pet in your neighborhood, is there anything I should be aware of (e.g. unconfined dangerous dogs, neighborhood issues, etc.)? \_\_\_\_\_

\_\_\_\_\_

Are pets secured in home or yard? \_\_\_\_\_

At what external temperature (low/high) should outdoor pets be brought indoors? \_\_\_\_\_

In the event of your pet's death during your absence, what arrangements should be made? \_\_\_\_\_

\_\_\_\_\_

Pet Food/Treats Located: \_\_\_\_\_

\_\_\_\_\_

Leash Located: \_\_\_\_\_

\_\_\_\_\_

Cleaning Supplies Located: \_\_\_\_\_

\_\_\_\_\_

Outdoor "Accident" Cleanup and Disposal? \_\_\_\_\_

\_\_\_\_\_

Indoor "Accident" Cleanup and Disposal? \_\_\_\_\_

\_\_\_\_\_

Disposal of litter box contents? \_\_\_\_\_

\_\_\_\_\_

## PET CARE INFORMATION (continued)

Will pet-care responsibility be shared with anyone else during your absence? Yes No

If yes, please give name, address, and phone number of other person and details of job sharing arrangement.

**PLEASE NOTE:** If anyone else has access to your home while the pet-sitting job is being performed, we, the pet-sitting company, can assume no liability for any damages or losses to your home or pet.

The utmost of care will be given in watching both your pet(s) and your home. However, due to the extreme unpredictability of animals, we cannot accept responsibility for any mishaps of an extraordinary or unusual nature (i.e., biting, furniture damage, accidental death, etc.) or any complications in administering medications to the animal. Nor can we be liable for injury, disappearance, death or fines of pet(s) with access to the outdoors.

## TERMS & CONDITIONS

The parties herein agree as follows:

1. This contract will take effect upon signature by both Client and Pet Sitter and will remain in effect until terminated by either party as provided below in Item 9. The **first** scheduled service period is from \_\_\_\_\_ through \_\_\_\_\_. Client may make telephone reservations for additional service at any time during the term of this contract, subject to Pet Sitter availability. All scheduled visits will be governed by all the terms of this contract. We appreciate as much advance notice as possible, but will make every effort to accommodate all requests. In the event of early return home, Client must notify Pet Sitter promptly to avoid being charged for unnecessary visit(s).
2. The fee schedule is included below. **TOTAL FEE expected for the first service period is \$\_\_\_\_\_.** To the extent additional visits are requested or approved by client, or otherwise authorized under this Agreement, such additional visits will be charged at the same per visit rate set out above. For new clients, payment is due in full before or on the first visit. Pet Sitter accepts cash and checks. Please make checks payable to "Bart & Gabriel Pet Sitting LLC". Recurring clients are encouraged to pay in advance but may arrange a billing schedule after the initial few visits.

Day or Dates	Type of Visit	Time(s) Of Visit(s)	Fee
<b>Total Fees</b>			

3. Pet Sitter is authorized to perform care and services as outlined on this contract. Both Pet Sitter and Client recognize that the welfare of the animal is the highest priority. If in Pet Sitter's judgment additional services become necessary during the service period to properly care for the animal, Pet Sitter will first make reasonable attempts to contact Client. If Client cannot be contacted for whatever reason, Pet Sitter is authorized to undertake such additional steps as may in the reasonable judgment of the Pet Sitter be necessary or appropriate for the health and welfare of the animal, including but not limited to (a) additional visits by Pet Sitter to provide care for the animal; (b) consultation with Client's Veterinarian listed above, or with an emergency veterinary care provider should Client's Veterinarian be unavailable; (c) authorizing care and treatment as recommended by Client's Veterinarian or an emergency veterinary care provider (excluding euthanasia) up to a maximum cost of \$\_\_\_\_\_; and (d) such other steps as may in the reasonable judgment of Pet Sitter be necessary or appropriate for the health and welfare of the animal. Client agrees to be responsible for all fees and expenses incurred for care and treatment of the animal pursuant to this paragraph, and releases and holds Pet Sitter harmless from all liabilities related to transportation, treatment and expense. Client agrees to reimburse Pet Sitter/Company for any expense incurred, plus any additional fees for attending to animal's needs or any expenses incurred for any other home/food/supplies needed.
4. Indoor/Outdoor - for the purposes of Pet Sitting visits Pet Sitter assumes all pets are indoor pets and should be kept that way. Client agrees to make sure all cat/dog doors are closed before the first visit is made.
5. In the event of inclement weather or natural disaster, Pet Sitter is entrusted to use best judgment in caring for pet(s) and home. Pet Sitter/Company will be held harmless for consequences related to such decisions. **The inclement weather plan will be as follows: 1) Every effort will be made to drive to your home; 2) The service schedule may be changed, interrupted, or**

**altered due to circumstances; 3) If is not possible to drive safely to your home, your emergency contact will be notified, 4) You will be notified that the above-mentioned contingency plan has been activated.**

6. Pet Sitter agrees to provide the services stated in this contract in a reliable, caring and trustworthy manner. In consideration of these services and as an express condition thereof, CLIENT EXPRESSLY WAIVES AND RELINQUISHES ANY AND ALL CLAIMS AGAINST PET SITTING/COMPANY ARISING OUT OF OR RELATING TO THE PROVISION OF SERVICES HEREUNDER, EXCEPT THOSE ARISING FROM GROSS NEGLIGENCE OR WILLFUL MISCONDUCT ON THE PART OF PET SITTING/COMPANY. SHOULD PET SITTING OR ANY AUTHORIZED PERSON ACCOMPANYING PET SITTING SUSTAIN ANY INJURY, DISEASE OR OTHER HARM IN THE COURSE OF PROVIDING SERVICES HEREUNDER, CLIENT WILL INDEMNIFY PET SITTING/COMPANY AND HOLD IT HARMLESS WITH RESPECT TO ALL LOSS, EXPENSE AND DAMAGE CAUSED THEREBY, EXCEPT THOSE ARISING FROM GROSS NEGLIGENCE OR WILLFUL MISCONDUCT ON THE PART OF PET SITTING/COMPANY.
7. Client acknowledges that payment is due immediately upon completion of a scheduled service period without further invoice or notice. A finance charge of 25% per month will be added to unpaid balances after 30 days. A handling fee of \$25 will be charged on all returned checks. An advance deposit may be required whenever warranted in the sole judgment of Pet Sitter. In the event it is necessary to initiate collection proceedings on the account, Client will be responsible for all attorney's fees and costs of collection.
8. Cancellations: Bart & Gabriel Pet Sitting LLC require a full 3 day notice prior to the date of the first visit. Failure to provide notice in less than 3 days will result in a \$15 cancellation fee payable by the pet owner.
9. Holiday Cancellations: With the exception of severe weather, life threatening emergencies or a death in the family, Any cancellations prior to a major holiday; ie: Christmas, New Years, Easter, Memorial Day, July 4th, Labor Day and Thanksgiving with less than a four day notice will result in 50% of the total invoice for scheduled pet care to be paid. We request your understanding that Holiday travel is a peak service time for pet care.
10. Cancellations for Mid-Day Service: A 48-hour notice is required prior to the next scheduled visit. Otherwise payment is due for the time originally agreed upon.
11. In the event of personal emergency or illness of Pet Sitter, Client authorizes Pet Sitter to arrange for another qualified person to fulfill responsibilities as set forth on this contract. In such case, Pet Sitter will remain fully responsible for the proper discharge of all services under this Agreement. Every attempt will be made to notify client regarding such situation.
12. All pets are to be currently vaccinated.
13. Pet Sitter and Client each may terminate this contract at any time by written notice to the other. Pet Sitter will be entitled to payment for all services rendered until notice of termination is received, and for any transition services reasonably required to provide for the health and welfare of Client's pets. Pet Sitter will not terminate during a period of scheduled service unless Pet Sitter determines, in his/her sole discretion, that a danger exists to the health or safety of Pet Sitter. If such concerns preclude Pet Sitter from providing further care of the pet, then Client authorizes pet to be placed in a kennel, with all charges there from to be charged to Client. Every attempt will be made to notify Client regarding such situation.
14. When watering inside plants, Client will not hold Pet Sitter liable for any damage to furniture or loss of plants resulting from any cause other than Pet Sitter's not following the Client's directions.
15. Pet sitter is covered by a dishonesty bond and commercial liability coverage. With reciprocal consideration, client agrees to be responsible for any injuries incurred by pet sitter due to client's pet (i.e., bite, scratch) or condition of client's premises.
16. Client acknowledges that by signing below, he/she is providing written approval for the provision of services by Pet Sitter during any service period scheduled by Client and accepted by Pet Sitter. Upon such scheduling and acceptance, Pet Sitter/Company will be authorized to enter Client premises and perform services without additional signed contracts or written authorization.

I have reviewed this Service Contract in its entirety. The information provided by me is complete and accurate and I agree to all its terms and conditions as set out above.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pet Sitter Signature

\_\_\_\_\_  
Date