



HORSE CARE AND MORE

Quality Animal Care

SERVICES CONTRACT

Feeding

I will follow your written instructions with regard to food & water measurements, as well as time intervals for feeding.

Please ensure that your pet(s) has enough food to last for the duration of care. Should your pet(s) run out of food, Paula Ivie will purchase pet(s) food. Please be aware that you will be charged for the cost of the food.

Paula Ivies' Horse Care and More asks clients to notify trustworthy neighbors, neighborhood watch associations, relatives and so forth--that a pet sitter will be on your property. Doing so can save the Police department, the neighbor and the pet sitter from an embarrassing situation.

Please notify me in advance (a few days is ideal) of any person or persons who may be in your home during the time of service. This includes family members, service contractors, repair personnel, and so forth.

Please phone or e-mail (and wait for a confirmation) for all cancellations within 24 hours.

Calling to cancel on the morning of--or two hours before service begins is inappropriate.

Billing

A statement will be prepared prior to your trip.

For new clients only, prior to services a 50% deposit is required, and the remaining 50% is due at the end of services.

Please pay in a timely manner. It is uncomfortable to have to remind folks about overdue balances. So, please, forward payments on a timely basis.

Any balances outstanding for more than 30 calendar will be charged a late fee of \$50.

Payment Options

Paula Ivies' Horse Care and More accepts cash and checks.

Please make all checks payable to: Paula Ivie

Please do not post date checks.

Please make checks out for the exact amount as reflected on your billing statement

Returned Bank checks--you'll be assessed a fee of \$30.00 per submittal item and a \$1.00 per transaction charge.

Paula Ivie will provide you with a receipt on payment.

Emergencies

Although I have never had to cancel, should an emergency occur (such as a death in the family), I will give you as much notice as possible. Cancellations with less than 24 hours notice will always result in a free pet sit or a credit if payment has already been rendered. Cancellations with less than 24 hours notice would only occur if I am faced with a life threatening emergency.



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PET INFORMATION FORM

Should there be an emergency, this information provided me is essential for the well-being of your pet(s).

Pet Information

Pet's Name: _____ Breed: _____ Age: _____

Gelding _____ Mare _____

Medical issues/allergies/medications _____

Pet issues/behaviors to note: _____

Contact Information

Cell Phone: _____

Alternate Contact Information (local)

Name _____ Phone _____

Veterinarian

Veterinarian _____

If Unavailable, 2nd choice _____

Street Address _____

Street Address _____

City _____

City _____

Phone _____

Phone _____

Feeding Schedule, portions and location of food



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PERMISSION TO TREAT FORM

Pet's Name: _____

Permission to treat

Owners signature below indicates permission to transport the pet to the veterinarian listed. I will exhaust all efforts to contact Owner prior to or during contact of veterinarian.

If the listed veterinarian is unavailable, or does not return calls or pages, the pet sitter will contact the second choice listed. Signature below alerts veterinary staff members of the guardian's guarantee of payment for services, as well as permission granted to the veterinary staff to treat the pet in a manner that is best suited to the pet's condition.

Guardian Signature _____

One form for each pet is needed.