



Play • Stay • Groom • Train
In our home or yours!

Pet Sitting Registration Packet

Dog Walking & Pet Sitting
Services and Pricing Guide

Welcome to Dogma Dog Care Pet Sitting!

We are pleased that you have chosen Dogma Dog Care to provide you with professional in-home pet care service. Our goal is to provide you with the best quality pet care possible. Our services are designed to enhance your pet's life by offering everything a well-loved animal could want or need. We want to make caring for your pet easier

Dogma Dog Care

4790 Wright Drive SE • Smyrna, GA 30082

P: 770-436-4346 • F: 770-436-4343

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and less stressful with our variety of pet care services. In addition to in home care, we'd be happy to walk, feed, bathe, train, or even transport your pet to day care, veterinarian visits or the dog park!

At Dogma Dog Care we understand that what your animals want and need is love and companionship. Our hectic daily lives often do not allow us to spend as much high quality time with our four legged (or winged) loved ones as we would like. Let us help. We will ensure that your pet is always in a safe and secure environment with love, attention and positive stimulation. Ultimately, we hope to be your trusted partner in pet care and to assist you in providing them with the very best life possible.

Enclosed is our Pet Care Registration Packet. Please note that it is thorough so that we can be thorough in our care. If you'd like you can print a copy of this packet and complete the forms prior to your scheduled initial consultation. During the initial consultation, your professional pet sitter will review the materials with you and answer any questions you may have.

The Dogma Pet Sitting Registration Packet contains:

- Services and Pricing Guide
- Client Information Form
- Pet Information Form (one form for each pet in the household)
- Key Handling Form
- Vet Authorization Form
- Service Contract
- Credit Card Authorization Form (this form is optional for credit card processing)

In addition, please have two copies of your house keys ready to provide to your sitter. One copy will remain with your sitter while the second copy is securely stored in our office for backup and emergency purposes. If you live in an apartment complex, please provide the sitter with a key pass to enter and exit your building.

We want to ensure your initial consultation goes smoothly and that your experience with Dogma Dog Care Professional In Home Pet Sitting is a positive one. On the day of your initial consultation, the sitter will provide you with a folder that contains other helpful tips as well as information on our other services.

Initial Consultation (\$0-\$20) – Registration fee that covers initial meeting and interview with your sitter. If you book your first visit at time of consultation, there will be no charge.

Pet Sitting/Dog Walking - Your choice of a 20 minute, 30 minute, or 45 minute visit, or even overnight, that will include refilling food and water bowls, a pet potty break, a brief walk if desired, snuggle time, a quick clean up in your pets boarding quarters, and various house hold tasks you may inquire about. The prices are as followed:

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Gas Charges (\$10.00 - \$15.00 round trip) – A gas fee will be added for clients that live outside of a 10 mile radius of the Dogma Dog Care facility. Clients that live 11-15 miles away will be charged an additional \$10.00/per visit. Clients that live 16-20 miles away will be charged an additional \$15.00/per visit.

Pet Taxi (\$25) – A round trip service within a 10 mile radius of the clients address. Please inquire for rates exceeding a 10 mile radius. A wait charge may apply. Ask your consultant or pet sitter for details.

Extra Pet Fee: \$5 – Applied per visit for each additional pet in the home in which we are providing care.

Medication Charges:

- Pills \$2 per dose
- Shots \$3 per dose

***Holiday Surcharge (\$5)** – A surcharge that is applied per visit to any pet sitting service scheduled during holiday times.

| | | | |
|-------------------------------------|-------------------------------------|---|---|
| 20 Minute Visit: \$20.00 | 30 Minute Visit: \$30.00 | 45 Minute Visit: \$35.00 hours | Overnight Stays/Up to 8 and Morning Walk 1 to 2 dogs: \$80 3 to 4 dogs: \$90 |
|-------------------------------------|-------------------------------------|---|---|

Last Minute Reservations (\$10) – Appointments made within 24 hours of the desired service may be charged an additional \$10.00 fee. This is to cover the cost of rescheduling multiple clients.

Payments: Payments may be made in cash or by credit card (Visa, Mastercard, & Discover). **All payments must be made in advance before services are rendered.**

Cancellation Policy: Pet Care & Pet Taxi cancellations require 24-hour notice to guarantee you are not charged for the visit.

NOTE ABOUT TIPPING:

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If you were provided with great service, it is appropriate to tip your dog walker or pet sitter 10% of the total bill. This is a suggested guide only and not required. You may include the additional amount in your credit card payment and we will pass the surplus along to your sitter with your compliments.

Client Signature: _____

Printed Name: _____

Client Information Form

It is important that you provide all of the information below so that we have the correct contact information on file. Please note that Dogma Dog Care uses email and text messages to send invoices and confirmation of reservations or cancellations. Please be sure to provide a valid email address. If any of the information below changes, please contact our office so we may update your records.

Primary Owner

First Name _____ Last Name _____

Address _____ City _____

Home Phone _____ Work Phone _____ Cell _____

Email _____

Which phone number is best to contact you during business hours?

Secondary Owner *Authorized to schedule service & make decisions regarding the care of your pet*

First Name _____ Last Name _____

Cell Phone _____ Work Phone _____

Email _____

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Emergency Contact ***In the event that the Primary or Secondary contacts are unreachable***

First Name _____ Last Name _____

Cell Phone _____

Work Phone _____

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****More than one pet? Please complete the next two pages for each pet in your household****

Name of Pet _____ Type (e.g. cat, dog) _____

Breed/Description _____ Birthday/Age _____

Sex M / F Spay/Neuter Y / N Estimated Weight _____

| Feeding Instructions | Medication Instructions |
|----------------------|----------------------------------|
| Allergies? | Health Issues (Past or Current)? |
| Morning | Morning |
| Midday | Midday |
| Evening | Evening |

Behavior Information

1. Has your pet ever bitten a person or another animal? Y / N If yes, please describe in detail.

2. Please describe your pet's behavior towards new people.

|

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Pet Information Form

3. Has your dog had any formal training? If so, what type?

4. Does your pet know any cues that you would like us to use out on walks? Please describe.

5. Please describe your pet's behavior around food and water dishes, toys and bones.

6. How would you describe your dog's personality?

General Instructions

1. Best places to park? Are parking passes or permits needed?

2. Where will your pet be when the sitter arrives (crated in bedroom, free roam of the house, in kitchen)? Any places in your home where your pet may hide?

3. Where should the sitter leave your pet at the end of their visit?

4. Location of leashes, litter boxes, carriers, etc

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Pet Information Form

5. Location of food and treats

6. Location of cleaning supplies

7. Location of trash for pet waste

8. Do you have specific instructions for walking in extreme weather (heat, cold, rain, snow)? Please describe.

9. In case of an unlikely emergency, please indicate below and demonstrate for the sitter where emergency shut off switches or valves are for electric, gas, water or other utilities.

Additional Instructions for Pet Sitters:

1. In the event of a last minute emergency and your primary sitter cannot conduct the visit, do you prefer we skip the visit but notify you or send a sub and notify you so that there is no interruption to service?

Skip but notify me _____

Send sub and notify me _____

Other _____

2. Please select a 2-hour time preference. This is the timeframe your dog walker will arrive to your home.

Morning Visits: 6-8 7-9 8-10 anytime between 6-10

Mid-Day Visits: 10-12 11-1 12-2 anytime between 10-2

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Pet Information Form

Afternoon Visits: 2-4 3-5 anytime between 2-5

Evening Visits: 5-7 6-8 anytime between 5-8

3. Please check the days of the week that you would most likely need service.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

4. I will make a reservation each week (discounts available for weekly services) yes___no___

Please provide any additional instructions that you would like to pass on to your Pet Sitter.

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Key Handling Form

At your initial consultation, please provide your sitter with 2 sets of keys. One set will be for your sitter and the other will be kept securely in our office for emergency purposes. The additional set of keys ensures your pet receives uninterrupted care in the event your primary sitter has an emergency or is locked out of your home. If you live in an apartment complex, please also provide the sitter with a key pass to enter and exit your building.

I have provided Dogma Dog Care with the following:

- Number of keys and doors they open:
- Home security system information
- Where is the security system keypad located?
- Alarm code + any additional keys to enter before or after the code:
- How long does sitter have before the alarm is triggered?
- Describe any special instructions that are helpful for someone who has never accessed your home (such as door sticks, never lock deadbolt, hide-a-key location, or security card to access your building).
- If apartment building, and sitter will need concierge assistance for access, what are concierge hours?

I furthermore agree to and understand the following:

- Dogma Dog Care does not make backup copies of client keys (unless you specifically ask that we do so). Dogma Dog Care has permission to provide my keys to any employee that will be conducting services.
- Client understands that in case of emergency if the services of a locksmith are required in order to access your home, client is responsible for all locksmith charges and any additional time the sitter is required to wait at the home until locksmith arrives.
- Client keys will automatically be retained on file, at the end of service. If client requests keys to be returned, client may pick up keys from our office at no charge during normal business hours.
- If client wishes to supply Dogma Dog Care with new keys, client may drop keys off at our office at no charge.
- If client has no service activity for a period of 12 consecutive months, the client's file will become inactive. It may be necessary for us to conduct another consultation meeting.

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Client Signature: _____

Printed Name: _____

Date: _____

Vet Authorization Form

Vet Information and Release Form

Name of Vet / Clinic

Address _____

City _____ State ____ Zip _____

Phone

Does this facility offers emergency service after regular Y / N h Noaume ofrs: After Hours

Facility, if different than above _____

Address

City _____ State ____ Zip _____

Phone

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I understand that in the event of an emergency, Dogma Dog Care will make every attempt to contact me. In the event that I cannot be reached, I authorize the following:

In the event of illness or injury, I authorize Dogma Dog Care to seek appropriate medical treatment for my pet. I understand that every effort will be made to take my pet to the vet clinic specified on the emergency form if the situation permits however; Dogma Dog Care has the authority to seek treatment at any veterinary clinic.

Furthermore, I agree to reimburse Dogma Dog Care within 14 days of incident for veterinary fees and all related costs including transportation in any amount up to \$_____ (please specify dollar amount per pet. Common amounts are \$200, \$1000, or unlimited).

This release does not expire and will remain in effect for all future Dogma Dog Care services.

Client Signature _____ Date _____

Printed Name _____

Pet Sitting & Dog Walking

Service Agreement

Client desires to engage Dogma Dog Care, LLC, its contractors, employees, members, agents and representatives (“Dogma Dog Care LLC”) to obtain the care and services provided by Dogma Dog Care LLC (the “Services”) for Client’s pet(s) (the “Pets”), and Dogma Dog Care LLC agrees to provide Services in accordance with the terms and conditions of this Service Agreement (the “Agreement”).

In consideration of the following terms and conditions, and other good and valuable consideration hereby acknowledged by the parties hereto, Client and Dogma Dog Care agree as follows:

1. Client authorizes and engages Dogma Dog Care LLC to perform the Services as set forth herein and in the price sheet provided to Client (the “Price Sheet”) for the time period(s) as requested by Client (“Scheduled Period”). During any Scheduled Period, fees for Services will be calculated pursuant to the Price Sheet, which may be modified from time-to-time by Dogma Dog Care in its sole discretion. If Client determines that any Services scheduled during the Scheduled Period are no longer required, Client must notify Dogma Dog Care

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LLC promptly, and in no event less than the period of time specified in the Price Sheet to avoid being charged for any such Services.

2. In the event of an emergency (e.g., injured pets, severe weather, broken pipes, natural disaster, fire, etc.), Dogma Dog Care LLC is hereby authorized to take all measures deemed necessary or advisable by Dogma Dog Care LLC in its sole and absolute discretion in caring for Pets and Client's property (including without limitation emergency veterinary care for Pets and emergency repair services for Client's home) and Client agrees to defend, indemnify and hold harmless Dogma Dog Care LLC, its respective employees, members, agents and affiliates from all liabilities, claims and expenses, including reasonable attorney's fees, that arise from or relate to such decisions. In the event of such an emergency, Client shall immediately reimburse Dogma Dog Care LLC for expenses incurred, plus any additional fees or expenses for attending to such an emergency. Furthermore, Client is responsible for providing keys to access their home or building. Any locksmith fees incurred as a result of providing faulty keys is the financial responsibility of the Client.
3. Client shall promptly pay all invoices from Dogma Dog Care LLC and may be required to pay certain fees in advance as determined by Dogma Dog Care LLC. Client will be responsible for all costs and fees associated with collection proceedings, including attorneys' fees, for all amounts more than forty-five (45) days past due.
4. Client represents and warrants that Pets are currently vaccinated in accordance with all local and state laws and regulations. Client agrees to indemnify, defend and hold harmless Dogma Dog Care, its respective contractors, employees, members, agents and affiliates from all liabilities, claims and expenses, including reasonable attorney's fees, that arise from or relate to Pets' behavior, including without limitation property damage, personal injury or death caused by Pets.
5. DOGMA DOG CARE LLC PROVIDES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES AND DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN CONSIDERATION OF THE SERVICES AND AS AN EXPRESS CONDITION THEREOF, THE CLIENT EXPRESSLY WAIVES AND RELINQUISHES ANY AND ALL CLAIMS AND LIABILITIES OF ANY KIND AGAINST DOGMA DOG CARE LLC ARISING FROM OR RELATING TO THE SERVICES OR THIS AGREEMENT, EXCEPT THOSE ARISING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF DOGMA DOG CARE LLC. WITHOUT LIMITING THE FOREGOING, IN NO EVENT SHALL DOGMA DOG CARE LLC BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH THIS AGREEMENT, EVEN IF DOGMA DOG CARE LLC HAS BEEN INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES; IN NO EVENT SHALL DOGMA DOG CARE LLC'S TOTAL AND AGGREGATE LIABILITY HEREUNDER EXCEED THE AMOUNT PAID BY CLIENT TO DOGMA DOG CARE LLC. HEREUNDER.
6. Either party may terminate this Agreement at any time for any reason or no reason by providing the other party with notice of such termination. This Agreement constitutes the entire agreement between the parties in

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connection with the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions between the parties, whether oral or written. The validity, construction and performance of this Agreement shall be governed by and construed in accordance with the substantive law of the State of Georgia, without regard to conflicts of law provisions. If any provision of this Agreement or the application of any such provision shall be held to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect to the maximum extent permissible.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Client Signature _____

Printed Name _____ Date _____

Credit Card Authorization

I authorize Dogma Dog Care LLC to automatically charge the credit card, listed below, as payment for invoices for any and all future Dogma Dog Care LLC services. I understand that Dogma Dog Care LLC will provide me with an invoice either by US Mail or email disclosing the amount of charges.

Client Information

Name (as it appears on the card) _____

Billing Address _____ City _____ State _____ Zip _____

Contact Number _____ work / cell / home (please circle)

Email Address _____

Credit Card Information

Account Number _____

Expiration Date _____

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Security Code _____ (3 digit code on back of card)

Visa / MasterCard / Discover (please circle)

*Note: we do not take AMEX

I understand that this information will be retained on file for any future invoice charges. If you would like to change your credit card information, you will need to submit a new form to our office.

Client Signature _____ Date _____

Printed Name _____

Please return your registration packet to your pet sitter, the Dogma front desk, or FAX it to 770-436-4343.

Questions? Email us at Dogmaofficemanager@gmail.com or call 770-436-4346.

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