

## Client 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.
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 sheet is up to date and includes emergency contacts.
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. Refrigerator emptied of any food that will go out of date.
5. Any external gates/buildings are locked.
6. All doors and windows closed and locked.
7. If first visit is after dusk, please leave a porch or hallway light on.
8. Any last minute instructions please leave on kitchen work top.
9. All pets inside 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"/> Dog Bed              |
| <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 Towels          | <input type="checkbox"/> Travel Itinerary | <input type="checkbox"/> Cleaning Products    |