



Boarding Intake Form

	Drop-off	Pick-up
Date		
Time		

4140 S. Four Mile Run Dr, Arlington, VA 22206 703.933.1935

1722 Florida Ave, Washington DC 20009 202.319.7387

Dog: _____ **Client:** _____

Multi-Dog Family? Y / N
Crate Together? Y / N

Emergency Contact: _____

If your dog contracts a contagious illness, we will contact you to arrange pet sitting or a stay at veterinarian for the remainder of your dog's stay. Pet sitting requires us to have a key on file.

Total Bags:	Breakfast	Lunch	Dinner
Food & Treats (amount / meal)			
Medication (name & dosage)			
Personal Items / Bedding Notes			
Special Instructions/ Health/Allergies			
Boarding Update	<p>We will email you an update every 3 days of your dog's boarding stay. If you would like us to call you or provide more frequent updates, please indicate below</p> <p>Phone: _____ Email: _____</p> <p>Additional Update Instructions:</p>		

Boarding Upgrades		
<input type="checkbox"/> Early Drop-off (\$8) <input type="checkbox"/> Pet Taxi Home (\$20/each way) - used PT service before? Y / N - do we have a key on file? Y / N - details on pickup/drop off times: _____ <input type="checkbox"/> Luxury Bedding (\$2/night) <input type="checkbox"/> Premium Bedding (\$3.50/night) <input type="checkbox"/> Dessert: Kong / Cookie (\$2) _____ # nights or _____ all nights <input type="checkbox"/> Nail Trim (\$12)	<input type="checkbox"/> Spa Package (\$50/dog) <input type="checkbox"/> WE Wash (\$36) Shampoo Choice: Mango Hypo Mediterranean Puppy Tea Tree Oatmeal Crème Rinse Orange Peel Light Coat Brightener Additions (Circle Selections): Ear Wipes Eye Wipes Spritz	<input type="checkbox"/> Extended Walk (\$10/walk) _____ # days or _____ all days <input type="checkbox"/> Manners Practice (\$10/session) _____ # days or _____ all days <input type="checkbox"/> Enrichment Activity (\$5). _____ # days or _____ all days Circle Selections: Activity Mat Puzzle Toys Story Time Nosework Game



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Intake Performed by: _____

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Crate Together? Y / N

Office Checklist

- Daycare Calendar updated and correct (removed conflicting weekly daycare)
- Pet Sitting Calendar updated and correct (pet taxi, cancelled applicable pet sitting or dog walking)
- POS updated with boarding reservation (Nights, pick-up day, upgrades)
- Bath Completed Date _____ Initials: _____
- Nail Trim Completed Date _____ Initials: _____
- Ear Wipes Completed Date _____ Initials: _____
- Eye Wipes Completed Date _____ Initials: _____
- Spritz Completed Date _____ Initials: _____