

Floofins & Co. “Paperwork” Cheat Sheet

The following chart is to help familiarize you with the required paperwork for each type of visit.

Visit Type	Required Documentation
Consultation visit	<input type="checkbox"/> See Client File Checklist
Pet Sitting Visits	<input type="checkbox"/> Leave pet sitting diary. <input type="checkbox"/> Send a daily update per client preference (phone call, e-mail or text message). <i>Forward marketing worthy photos and videos to Kristin S.</i> <input type="checkbox"/> Leave Thank You Note and Survey at end of the trip.
Dog Walking	<input type="checkbox"/> Leave handwritten notes on white board <i>(or paper note)</i> .
Pet Taxi	<input type="checkbox"/> Track mileage and wait time for billing. <input type="checkbox"/> Contact owner to confirm arrival of pet.
Poop Scoop	<input type="checkbox"/> Leave signed door hanger.
Dog Staging	<input type="checkbox"/> Track time over 30 minutes for billing. <input type="checkbox"/> Leave handwritten notes on white board <i>(or paper note)</i> .
Pet Wedding Attendant	<input type="checkbox"/> Track time for billing. <input type="checkbox"/> No notes required.

BE SURE TO CHECK OFF YOUR VISITS ASAP ON POWER PET SITTER, BUT NO LATER THAN 10:30 PM EACH NIGHT.

Daily Dog Walking Notes

Date _____ 25-minute 45-minute Potty Break

- Early Morning Mid-day Evening Late
- pets fed fresh water paws wiped
- medication given home/pets secured treats given

Prissy + Peticia had a nice walk this afternoon. Lots of squirrels to stalk!

#1 + #2 this afternoon

We will see them on Monday! Have a great weekend.

- Kristin S.

Daily Dog Walking Notes

Date _____ 25-minute 45-minute Potty Break

- Early Morning Mid-day Evening Late
- pets fed fresh water paws wiped
- medication given home/pets secured treats given

1. Description of walk

2. elimination notes

3. Next appointment reminders.



Pet Sitting Diary

Date 12/11

- Early
- Morning
- Mid-day
- Evening
- Late
- A/Overnight

- pets fed
- medication given
- lights altered
- cage cleaned
- fresh water
- home/pets secured
- plants watered
- trash out
- litter scooped
- exercise
- mail/paper pickup
- TLC Time

First snow this morning! Prissy + Portia were enjoying crunchy snow.

Date 12/11

- Early
- Morning
- Mid-day
- Evening
- Late
- A/Overnight

- pets fed
- medication given
- lights altered
- cage cleaned
- fresh water
- home/pets secured
- plants watered
- trash out
- litter scooped
- exercise
- mail/paper pickup
- TLC Time

The sun came out. Nice walk!

Date 12/11

- Early
- Morning
- Mid-day
- Evening
- Late
- A/Overnight

- pets fed
- medication given
- lights altered
- cage cleaned
- fresh water
- home/pets secured
- plants watered
- trash out
- litter scooped
- exercise
- mail/paper pickup
- TLC Time

The girls were hungry tonight. Lots of laptime this evening.

Date 12/12

- Early
- Morning
- Mid-day
- Evening
- Late
- A/Overnight

- pets fed
- medication given
- lights altered
- cage cleaned
- fresh water
- home/pets secured
- plants watered
- trash out
- litter scooped
- exercise
- mail/paper pickup
- TLC Time

Another snowy morning. I am glad the girls enjoy the snow. Fun outside time.

Date 12/12

- Early
- Morning
- Mid-day
- Evening
- Late
- A/Overnight

- pets fed
- medication given
- lights altered
- cage cleaned
- fresh water
- home/pets secured
- plants watered
- trash out
- litter scooped
- exercise
- mail/paper pickup
- TLC Time

The ladies will be so happy to see you tonight! Another fun sunny walk.

Date _____

- Early
- Morning
- Mid-day
- Evening
- Late
- A/Overnight

- pets fed
- medication given
- lights altered
- cage cleaned
- fresh water
- home/pets secured
- plants watered
- trash out
- litter scooped
- exercise
- mail/paper pickup
- TLC Time

THANK YOU FOR GIVING US THE OPPORTUNITY TO SERVE YOU AND YOUR PET(S)! SO WE KNOW THAT YOU HAVE RETURNED HOME SAFELY. PLEASE CALL YOUR SITTER DIRECTLY AT 855-748-6935 Extension 505 OR E-MAIL YOUR SITTER AT Erishin.S@floofinsandco.com UPON YOUR ARRIVAL HOME. TO ENSURE YOUR PET'S SAFETY, WE WILL ADD VISITS UNTIL YOU HAVE NOTIFIED US THAT YOU HAVE ARRIVED HOME. THANK YOU!

Messages

+1 (918) 223-6...

Edit

Nov 24, 2012 8:07 PM

They tired out early tonight. :) So happy to be cuddled up together. :) Huntley is hanging with me. Middie retired upstairs.



Sent as Text Message

Nov 24, 2012 9:03 PM

Too cute!

Nov 25, 2012 9:39 AM

Just finished up all of my morning visits and all of

From: Kristin Skelton <kristin.s@floofinsandco.com>
Subject: **Pet Sitting Day One**
Date: October 11, 2010 9:47:24 PM CDT
To: Client

Dear Client.

Everything went great today! We took an AM walk and did breakfast this morning. Then we played lots of ball before dinner and then did lots of napping afterwards! :)

Here is a link to a video of our ball adventures: www.youtube.com/floofinsandco/27983719/. Enjoy!

I hope you are having a great trip so far. More updates tomorrow.

k

Kristin AM Skelton, CPCT, NAPPS Certified, Red Cross Certified
Owner/Manager
Floofins & Co. A Kenneling Alternative.

a. 205 East Butterfield Rd. #442. Elmhurst, IL 60612
p. 866-252-8977
e. kristin.s@floofinsandco.com
w. www.floofinsandco.com

Office Hours: M-F 9AM-7PM, S 9AM-Noon, Closed on Sunday

Date	Taxi Client/Purpose	Miles Traveled	Wait Time	Office Use Only			
				Mileage Total	Wait Total	Total Invoice	Payout
12/11/2011	Skelton/Daycare Ride	6	10	\$ 9.00	\$ 4.00	\$ 15.25	\$ 7.63
12/12/2011	Skelton/Groomer Ride	5	5	\$ 7.50	\$ 2.00	\$ 11.75	\$ 5.88
12/14/2011	Skelton/Vet Pick Up	12	10	\$ 18.00	\$ 4.00	\$ 24.25	\$ 12.13
				\$ -	\$ -	\$ 2.25	\$ 1.13
				\$ -	\$ -	\$ 2.25	\$ 1.13
				\$ -	\$ -	\$ 2.25	\$ 1.13
				\$ -	\$ -	\$ 2.25	\$ 1.13
				\$ -	\$ -	\$ 2.25	\$ 1.13
				\$ -	\$ -	\$ 2.25	\$ 1.13
TOTALS				\$ 34.50	\$ 10.00	\$ 64.75	\$ 32.38

Employee Signature: _____

Date: _____