



FAX: 262-364-2011

Butler: 262.783.7297 www.doggyoffice.com Milwaukee: 414.353.7287

CLIENT HISTORY

Owner's Last Name: _____ Owner's First Name: _____

Additional Owners Last Name: _____ Additional Owner's First Name: _____

Others approved to pick up: _____ (We will only release to those listed.)

Employer: _____

Home Street Address: _____

City: _____

State: _____ Zip: _____

Email Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Emergency Contact Name & Phone Number: _____

-How did you hear about us? Advertisement Google Veterinarian Walk-In

Website Word of Mouth Yellow Pages Existing Owner

Pet Information

Who? _____

Dog's Name: _____

Dog Breed: _____ Age: _____

Dog DOB: ____/____/____

Gender: Male / Female

Neutered State: Neutered / Spayed

(If a non-spayed dog goes into season,

she must be picked up.)

Does your dog have any known Allergies? Yes / No

If Yes, please list _____

How much do you normally feed your dog?

_____ Cups _____ times per day

Veterinarian Information

Rabies Due: _____ Distemper/Parvo Due: _____ Bordetella Due: _____

Veterinarian Office Name: _____

Address: _____

Phone: _____

Medical/Health Issues:

(We only accept vaccinations records from a licensed breeder or veterinarian; we are unable to accept handwritten documentation.)



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TELL US ABOUT YOUR DOG

Please fill out the following questions honestly. Please note that answers to the questions below do not determine your dog's eligibility into Doggy Office's daycare program.

How old was your dog when he/she became a member of your family? _____

Other than the dog you are enrolling in daycare, what other dogs do you have in your home? _____

Where did you get your dog (rescue, private breeder, pet shop) and how long have you had him/her?

Did your dog attend puppy class? Yes No

Did your dog attend obedience classes? Yes No

Do you use a crate? Yes No

Has your dog ever been to a dog park? Yes No

Has your dog ever climbed a fence? Yes No

Has your dog ever exhibited any aggression (excessive barking, growling, snapping, snarling) in any of these circumstances:

Around children: Yes No At the Vet: Yes No

If yes, please explain: _____

Is your dog shy of men? Yes No

Shy of women? Yes No

Has your dog ever guarded a toy or food from you or anyone else? Yes No

Is your dog ok with being handled or touched in all parts of their body?

Including looking in their mouth? Yes No

Touching their Feet? Yes No

If not, please explain: _____

Does your dog dislike a certain kind of person? If so please explain: _____

Has your dog ever been in a dogfight? Yes No,

Has your dog ever been attacked? Yes No

Does your dog exhibit shyness, (tucked tail, submissive urination) when in the presence of dogs? Yes No

Does your dog seem afraid in the presence of certain breeds or sizes of dogs? Yes No

If so please explain: _____

Does your dog seem to tolerate one sex better than another? Yes No

Does your dog need a little time to warm up to other dogs? Yes No

In your opinion, does your dog enjoy playing with others? Yes No

How does your dog tolerate puppies? Happy to see puppies Doesn't like puppies I don't know

How does your dog like strangers? My dog likes everybody My dog dislikes strangers I don't know

Tell us about any other behavioral issues your dog may have or any other likes or dislikes:



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Additional Owner Last Name

Last Name

First Name

First Name

Office Use Only

Agreements

Because your dog's safety is our number one concern at Doggy Office, we require that the following guidelines be followed by all clients:

- All dogs must pass the Doggy Office behavioral assessment for enrollment into our daycare program and overnight boarding.
- Please do not put the health of other dogs using our facility at risk. If your dog is sick, please call to cancel and leave them at home.

I acknowledge and agree to the following:

___ I agree that my dog is current on vaccinations to include: Rabies, Kennel Cough and DHPP. Specifically, Distemper, Hepatitis, Parainfluenza, Parvovirus, Rabies and Bordetella. I understand that it is my responsibility to keep my dog up-to-date on these vaccinations and to provide a copy to Doggy Office. I furthermore understand that without such records Doggy Office can decline my dog entrance to their facility and/or playgroup until said records are received.

___ I understand that even with these current vaccinations, my dog may be susceptible to some illnesses, specifically Kennel Cough.

___ My dog has not had a communicable disease in the last 30 days.

___ I understand that if my dog is not used to regular activity, they may experience sore muscles and sore feet. My dog may be tired and thirsty after daycare. I also understand that my dog may get wet or dirty while at daycare or boarding.

___ I agree to provide my dog with a quick release collar and understand that collars can be damaged during play. I will not hold Doggy Office responsible for damage done to collars.

___ I have read and understand the Doggy Office "Rules, Regulations, & Policies".

___ I understand that all daycare packages expire after 90 days. With exception of the New Client Pack, that expires after 30 days.

___ I understand that if I go past 24 hours from my drop off time for boarding, I will accrue daycare charges on the day of pick up.

___ I understand that if my dog is showing inappropriate behavior, he or she will not be included in playgroup.

___ I understand that pictures will be taken of my dog. These may be published on Doggy Office's website, on their premises or by the media without prior approval from me nor will I be compensated in anyway.

___ I agree to pay all fees for services at the time of pick up. Doggy Office does not accept checks.

___ **I understand that my dog will be in a group setting with other dogs and that injury to my dog may occur. I will not hold Doggy Office, its members, employees or other dog owners responsible financially or otherwise for any injuries that may occur to my dog.**

___ I assume financial liability for the acts of my dog(s), and hold Doggy Office and its employees harmless from financial responsibility due to the actions of my dog.

At the discretion of the staff of Doggy Office should a medical emergency arise, I grant permission for Doggy Office to seek medical care for my dog at a veterinarian of their choice. I authorize \$ _____ for treatment of my dog and will be responsible for payment of this amount.



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Rules, Regulations, & Policies

The following Rules, Regulations, and Policies are meant to ensure the health and safety of your pet and the safety of other pets, clients, visitors, and staff of Doggy Office. These Rules, Regulations and Policies are required to be followed at all times while you and your pet are at the doggy daycare facility. Failure to comply with these Rules, Regulations, and Policies may result in immediate removal of your dog from the daycare program and forfeiture of all paid funds.

Note: Rules, Regulations, and Policies are subject to change at any time without notification.

Spaying/Neutering: All dogs must be spayed or neutered, unless they are less than 6 months of age. If a dog that is not spayed goes into season while on premises, she must be picked up.

Vaccines: All dogs must have up-to-date vaccinations. It is the responsibility of the dog owner to keep all dogs up-to-date on these vaccinations and to provide a copy to Doggy Office. Without such records Doggy Office can decline any dog entrance to their facility and/or playgroup until said records are received. Records must be from a breeder, rescue, or veterinarian.

Health: All dogs must be in good health. Owners will need to provide documentation from their veterinarian to certify that their dogs are in good health and have been free from any condition that could potentially jeopardize other clients. If a dog is noticed to have fleas or ticks, treatment will be applied and a fee charged to the owner(s) at the then standard rate. Doggy Office highly recommends a flea and parasite preventative, excluding flea/tick collars.

Collars: Quick release collars are required for every dog that enters daycare. Belt buckle collars, martingales, pinch collars, harnesses, gentle leaders, etc are encouraged for controlling dogs as they enter and exit the building and will be taken off by our staff before entering play group. Our staff will put these back on at the end of the day when dog(s) are picked up. Please remove any flea/tick collars before coming to daycare. Any flea/tick or other inappropriate collars will be removed. Collars can be damaged during play and Doggy Office will not be held responsible for any damage done to collars during playtime.

Leashes: For the safety of all dogs and owners, all dogs must be brought in on standard 4' to 6' non-retractable leash.

Food: All food brought to Doggy Office must be labeled with the dog's first name and minimum of last initial. Any food labeled with only the dog's name will be given for lunch (11am-12pm). Any food containers labeled "Dinner" will be given after play group around 4pm. If you have further requests or concerns for your dogs food, please speak with a manager.

Medications: Please speak directly with a manager if your dog requires any medications during their stay. We do ask that if your pet has to take 1/2 or 1/4 pills, that they are cut prior to arrival. Ear medications must be administered through our groomer at an extra charge.

Behavior: All dogs will be temperament tested on their first day of daycare/boarding. All dogs must pass temperament testing before entering playgroup. Any dog showing inappropriate behavior will be removed from playgroup. Additional fees may apply if a dogs behavior leads to the destruction of property.

Fees: All fees are due and payable at the end of each day or at pick up from boarding/grooming. Cash, Master Card, Visa, Discover, and American Express are accepted. Doggy Office does not accept checks.

Packages: All daycare packages expire 90 days from purchase, with exception of the new client starter pack which expires 30 days from purchase.

Hours of Operation: Doggy Office closes Monday thru Friday at 7pm. Saturdays and Sundays at 5pm. All dogs must be picked up by close or will be set up to board for the night. Boarding charges will apply in addition to daycare charges. If a dog is picked up after business hours, a late fee may apply.

Reservations: Reservations are required for overnight boarding stays and grooming appointments.

Injuries & Incidents: By entering into daycare, all owners understand it is supervised play, that dogs play with their teeth and nails and that dogs may acquire occasional injuries. All owners understand that Doggy Office staff will give all dogs involved in any type of incident a cursory examination. However, Doggy office is not liable for the location, treatment, or diagnosis of any injuries incurred on the premises. **The managers and handlers of Doggy Office are not veterinarians, we do not have experience in veterinary medicine, and we are not able to diagnose or detect any illnesses or injuries that may be vetable.** It is recommended that you check your dog further or seek treatment for your dog by a licensed veterinarian at your discretion and cost. Excessively long toenails may cause injury. You will be notified if your dog's nails are too long. If, at your next visit, the nails have not been trimmed, Doggy Office will have them trimmed at the owner's expense.

Dog's Name _____

Owner's Signature: _____ Date: _____