

For Office Use Only



449 Grafton Drive, Yorktown, Virginia 23692 (757) 898-8433 www.graftonvet.com

BOARDING CHECK IN FORM

We require the following information in order to help us care for your pet while he/she stays with us. If you feel that we need any additional information, please let us know.

Owner's Name _____ Pet(s) _____ Facility: _____
Arrival Date: _____ Departure Date: _____ Facility: _____
Other Person(s) authorized to pick up: _____
Phone # where you can be reached: _____
Name/phone # to make decisions if you cannot be reached: _____

For problems, contact me: Under no circumstances Under any circumstance At Dr.'s discretion
If unreachable: only treat symptoms perform any treatment or diagnostics Dr. recommends

PROCEDURES REQUESTED WHILE BOARDING (Please Circle Y for yes or N for no)

Y/ N: Extra time outside, # per day ___ (\$4.00) each
Y/ N: One on one play session, # per day ___ (\$10.00) each
Y/ N: Doggie Day Care (\$17.50) *Pre-admission required*
Y/ N: Nail Trim (\$16.20)
Y/ N: Comfort Cushion (no extra charge)
Y/ N: Brush teeth/ Brush fur (\$6.00) # of times _____
Y/ N: Grooming* Date: _____
Y/ N: Bath (Comp** if over 5 nights) Date: _____

The following are required and may be given at time of boarding:

- Dr's Exam (\$52-\$71)
- DHPP/DRC *includes exam* (\$68)
- Bordetella (\$20)
- Intestinal Parasite Exam (\$24.50)
- Rabies (\$23) Purevax (\$34)
- Other _____

*Grooming must be scheduled in advance. Pets will not be available for pickup until after 3 pm on the day of groom.

**Complimentary baths do not include a nail trim. Pet may not be available until the afternoon on day of bath.

FOOD

Kennel-Provided Dry Food Client Provided Own Food (When and how much does pet eat?)
Feeding Instructions: Pet's Name _____ AM _____ NOON _____ PM _____
Pet's Name _____ AM _____ NOON _____ PM _____
Special Diet Requirements: _____

MEDICAL CONDITION

Medical Condition that we need to be aware of? _____

Medicine to be given (What and When): _____

Personal Items being left with pet? _____

We at Grafton Animal Hospital are committed to do all possible to insure the health and safety of pets in our care. For this reason, all pets entering the hospital must be current on select preventive health care. This includes no internal or external parasites (as determined by an annual fecal exam and an on-site flea check); must have received a physical exam by a licensed veterinarian within the prior year, must be current on Rabies and DHPP (dog) or DRC (cats); and Bordetella for dogs (within 6 months). Pets not current on any of the above or positive for parasites will be treated at the owner's expense.

IF YOU OBTAIN YOUR VACCINES AT ANOTHER VETERINARY HOSPITAL, AND WE ARE UNABLE TO OBTAIN VERIFICATION OF THESE VACCINES BY 5:00PM (12:00PM ON SATURDAY) ON THE DAY THAT YOU DROP OFF YOUR PET, WE WILL VACCINATE YOUR PET PER OUR HOSPITAL POLICY AT YOUR EXPENSE.

I am the owner or agent for the animal(s) described above and I have authority to execute this consent. I authorize the veterinarian to treat my pet if it should become ill while boarding and to do whatever necessary should an emergency situation arise. I authorize outdoor leash walks or exercise in fenced yard for my pet(s). I have received and read a copy of the Grafton Animal Hospital's Boarding Policies (on the back of this form). I understand that my pet can be dropped off and picked up between 7am and 5pm Monday through Friday, and 7:30 to 12 noon on Saturdays. Pets cannot be picked up or dropped off between 12 noon and 2:30 on Tuesdays. After-hours pickup is by appointment only (see second page of this form).

Signature: _____ Date: _____



449 Grafton Drive, Yorktown, Virginia 23692

(757) 898-8433

www.graftonvet.com



PROCEDURES & POLICIES

We want to insure that your pet's boarding experience is as pleasant as possible for you and your pet. We have designed our facilities and trained our staff in order to provide the quality of care that they deserve and you expect. To facilitate these efforts we have adopted the following procedures and policies. By signing our Boarding Form, you are acknowledging that you have read and understand our procedures and policies.

PERSONAL ITEMS: Toys and other personal items will be used as you request, but please understand that these items may become soiled or damaged during your pet's stay with us. To better ensure your items are returned, please put your pet's name on all personal items left. We will provide a comfort cushion for your pet (some restrictions apply) and recommend that you do not bring a bed. If you choose to leave your pet's bedding, please be aware that Grafton Animal Hospital staff will not launder any bedding. If your bedding becomes wet or dirty, we will replace it with one of our beds.

MEDICAL CONDITIONS: We must be informed of any medical conditions your pet may have. We will administer medications to your pet at your request for a nominal fee. We will also use your medications or provide a new prescription (at our normal cost) if you wish. **All medication must be in its original container with printed instructions.**

PROLONGED BOARDING: Animals left with us for more than 30 days past the prearranged departure date (unless we are otherwise notified) must be considered abandoned. We will make every effort to locate the owner before considering the animal abandoned. We reserve the right to handle abandoned animals in accordance with current laws.

AFTER HOURS PICK-UP: We do our best to allow for After Hours Pick-Up, but cannot guarantee this service. If you wish to pick your pet up after normal business hours (late Saturdays, Sundays or holidays), you must pre-pay for the entire stay at the time you drop off your pet. Charges for boarding will be applied up to the next business day, even if you are picking up early. Once you are back in town, call the hospital (757) 898-8433 and leave a message that you are available to pick up your pet. One of our employees will contact you to set up an appointment so that you can pick up your pet.

CANCELLATION POLICY: If you need to cancel your reservation for boarding, you must contact us within 48 hours of your reservation. Cancellations will be taken during normal business hours and messages left on the machine will not count as formal cancellation. We will provide a cancellation number to you when you call and cancel. If you do not cancel the reservation, we reserve the right to charge you up to two nights of your scheduled stay.

NO SHOW POLICY: If client/pet does not cancel or show for a reservation, a charge will be applied for the length of the reservation or two days (maximum charge) at the rate of the unit reserved. No show fees will also be applied to missed grooming appointments.

EARLY PICK UP: If you wish to pick your pet up prior to the scheduled pick up date, you must call the hospital to inform us of this change. We do require 48 hours notice of all early picks ups or you will be charged for the extent of the reservations or two days (maximum charge).

EXTENSION: If a client wishes to extend a reservation once a pet is here, the regular charge for the unit will be applied, if we have boarding space available. If that unit is unavailable, and no other sizes are available, the pet must board in the hospital at hospital rates.

LEASH/CARRIERS: All animals must be brought to the hospital on a leash or in a carrier. This is for the safety of the animal and our staff members. We have plenty of leashes available for your use.

COMPLIMENTARY BATH: If your pet stays with us for 5 nights for more, he/she is entitled to a complimentary bath at the end of his/her stay. During busy periods, we will do our best to complete all comp baths. In the event that we cannot bathe your pet during his/her stay, you may bring your pet back during the next 5 business days for the comp bath.

AGGRESSIVE ANIMALS: If a dog is too aggressive towards our staff during their stay he/she will not be permitted to leave their boarding run while here. An extra charge may be incurred if special handling is required when your pet stays with us.

UN-NEUTERED MALE CATS: All un-neutered male cats that stay with us must be boarded in our isolation room at an extra fee.

SICK ANIMALS: All animals that are sick or become sick or injured while boarding with us (including stress related illnesses such as coughs and/or diarrhea) will be treated at the owner's expense and may be required to stay in our hospital facilities at an extra fee. The owner assumes all liability for such illnesses or injury.

Revised February 2015