

For Office Use Only

Facility:



### Grafton Animal Hospital

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

## BOARDING CHECK IN FORM

Owner's Name: \_\_\_\_\_ Pet(s): \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

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 DVM's discretion  
If I am unreachable:  Only treat symptoms  Perform any treatment or diagnostics DVM recommends

### PROCEDURES REQUESTED WHILE BOARDING (Please Check the Box Next to Each Item Requested)

Extra time outside, # per day \_\_\_\_ (\$5.00 each) One on one play session, # per day \_\_\_\_ (\$12.00 each)

Doggie Day Care, per day (\$19.00) *Note: Pre-admission approval required*

Nail Trim (\$17.80) Brush out fur, # of times \_\_\_\_ (\$7.00 each)

Other: \_\_\_\_\_

Professional Grooming - **Please call to schedule**

Bath\* - Date: \_\_\_\_\_

*\*If your pet is staying with us more than 5 nights, he/she will receive a complimentary bath. In the event we are unable to complete your pet's bath prior to pick-up, you may schedule to bring your pet in during the next 5 business days for a complimentary bath.*

Please initial below, as applicable:

\_\_\_\_\_ I understand that professional grooming must be scheduled in advance and that my pet will not be available for pickup until after 3:00 PM on the day of the groom.

\_\_\_\_\_ I understand that complimentary baths DO NOT include a nail trim and that my pet may not be available until after 1:00PM on the day of the bath.

### FOOD

Kennel-Provided Dry Food Client Provided Food (When and how much does pet eat?)

Pet's Name \_\_\_\_\_ AM \_\_\_\_\_ NOON \_\_\_\_\_ PM \_\_\_\_\_

Pet's Name \_\_\_\_\_ AM \_\_\_\_\_ NOON \_\_\_\_\_ PM \_\_\_\_\_

Special Dietary Requirements:

If my pet runs out of food or is not eating, I authorize alternate food to be provided (may incur additional cost.)

### MEDICAL CONDITIONS

Are there any medical conditions that we need to be aware of? \_\_\_\_\_

Medicine to be given (What and When): \_\_\_\_\_

\_\_\_\_\_ I understand there is a daily charge for administering medications & that medications must be in their original containers. (\$7.00/day for 1-3 medications, \$8.50/day for 4+medications)

### BEDDING/PERSONAL ITEMS

\_\_\_\_\_ My pet may have bedding included in her/her cage or run.

Please list any personal items (i.e. beds, toys, etc.) left for your pet(s):

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:

- Physical exam by a licensed veterinarian within the past 12 months
- Screening for internal and external parasites
- Up-to-date on the following vaccines: Rabies, DHPP (dogs), Bordetella (dogs), DRC/RCP (cats)

If your pet receives vaccines at another animal hospital, and we are unable to obtain verification of these vaccines by 5:00 PM on weekdays or 12:00 PM on Saturday on the day you drop-off your pet, we will vaccinate your pet at your expense.

\_\_\_\_\_ I understand that if my pet is not current on any of the above, he/she will be tested/vaccinated as needed at my expense.

I certify that 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 the fenced yard for my pet(s). I understand that my pet can be dropped off and picked up between 7:00 am and 5:00 pm Monday through Friday and 7:30 am to 12 noon on Saturdays.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### 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. **Please initial next to each item below to acknowledge that you have read and understand our procedures and policies.**

**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.

**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 (unless otherwise instructed) 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 launder any soiled 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 (\$7.00-\$8.50 per day). 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.**

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

**AGGRESSIVE ANIMALS:** If a dog is too aggressive towards our staff during its 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.

**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.

**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. If you do not cancel within 48 hours of your reservation, we reserve the right to charge you up to two nights of your scheduled stay.

**NO SHOW POLICY:** If you "no show" for your reservation, a charge will be applied for the length of the reservation or two days (maximum charge) at the rate of the unit reserved.

**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.

**EXTENSION:** If you wish to extend a reservation once your 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.

Please provide any additional information needed for your pet(s) stay below: