

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: \_\_\_\_\_

**IF TREATMENT IS NEEDED FOR YOUR PET WHILE BOARDING WITH US:**

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

**ADDITIONAL OPTIONS WHILE BOARDING (Please check the box next to each that applies)**

**BATH/NAIL TRIM**

Please be advised that your pet may not be available until after 1:00 PM on the day of pick-up.

After a stay of 5 nights or more, your pet is eligible for a complimentary bath (\*does not include nail trim).

Complimentary Bath – Date: \_\_\_\_\_  Add-on Nail Trim (\$18.50)

If your pet is staying fewer than 5 nights, you may request a paid bath or nail trim:

Paid Bath with Nail Trim – Date: \_\_\_\_\_ (Price varies based on weight of pet)  Nail Trim Only (\$18.50)

The following options below are available Monday-Friday, excluding holidays

Extra time outside, # per day \_\_\_\_\_ (\$7 each extra let-out)  One on one play session, # per day \_\_\_\_\_ (\$12.50 each session)

Brush out fur, # of times \_\_\_\_\_ (\$7.50 each time)  Doggie Day Care, per day *Note: Pre-admission approval required* (\$18)

**FOOD**

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

Feeding Instructions: Pet's Name \_\_\_\_\_ AM \_\_\_\_\_ (# cups/cans) NOON \_\_\_\_\_ (# cups/cans) PM \_\_\_\_\_ (# cups/cans)

Pet's Name \_\_\_\_\_ AM \_\_\_\_\_ (# cups/cans) NOON \_\_\_\_\_ (# cups/cans) PM \_\_\_\_\_ (# cups/cans)

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 (\$7.50/day)

**BEDDING**

\_\_\_\_\_ 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), FVRCP (cats)

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 7:30 am and 5:00 pm Monday through Friday and 8:00 am to 12 noon on Saturdays. Sunday evening pick-up can be arranged and must be pre-paid in advance.

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. By initialing below, you are acknowledging 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. 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. We are happy to provide our own bedding to your pet at no additional cost.

\_\_\_\_\_ **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.**

\_\_\_\_\_ **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.

\_\_\_\_\_ **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.