[Your Business Name]
[phone] · [email] · [address]

Pet Care Instructions Sheet

For pet-sitting businesses — the sitter-ready handover sheet prepared from the intake: routines per pet, a dated medication record, and access instructions by reference.

Document details

Client name: _____

Booking reference: _____

Service address: _____

Booking start date: _____

Booking end date: _____

Assigned sitter: _____

Prepared date: _____

Revision number: _____

1 · Emergency contacts

Client name & primary phone: _____

Secondary emergency contact & phone:

_____

Regular veterinary clinic & phone: _____

Emergency veterinary hospital & phone:

_____

Business emergency contact: _____

Escalation instructions

_____

_____

2 · Pet identification

Pet	Type / breed	Age	Weight	Temperament & handling warnings

3 · Per-pet routine grid

Pet	Food & quantity	Feeding time	Water	Exercise / walk	Toilet / litter	Medication	Other instructions

4 · Medication administration record

Date	Pet	Medication & dose	Time due	Time given	Result (given / refused / not given)	Initials	Notes

5 · Home access & security — access method

- ☐ Key
- ☐ Lockbox
- ☐ Client present
- ☐ Other

Key reference: _____

Alarm instruction reference: _____

Parking instructions: _____

Doors / windows to check: _____

Restricted rooms / areas: _____

Key storage instructions: _____

Entry instructions

_____

_____

Exit instructions

_____

_____

Full alarm codes must not appear on this document. Keep the actual code in the business's restricted access record, and refer to it here by its reference only.

6 · Visit completion checklist

- ☐ Feed all pets
- ☐ Refresh water
- ☐ Complete walk / exercise
- ☐ Complete litter / toilet tasks
- ☐ Check scheduled medication
- ☐ Secure the home
- ☐ Send the visit report card

7 · Handover confirmation

Prepared by: _____

Sitter receiving instructions: _____

Sitter acknowledgement signature: _____

Date received: _____

Client-approved instruction source / date:

_____

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