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

Pet Sitting Booking & Visit Schedule

For pet-sitting businesses — the master schedule for one booking: every visit dated, referenced, assigned and marked complete only when it has actually happened.

Document details

Client name: _____

Client reference: _____

Booking reference: _____

Service address: _____

Assigned sitter: _____

Schedule prepared date: _____

1 · Booking summary

Booking start date: _____

Booking end date: _____

Number of pets: _____

Pet names: _____

Visits per day: _____

Total scheduled visits: _____

Visit duration: _____

Agreed visit window: _____

Rate per visit ($): _____

Booking subtotal ($): _____

Special booking notes

_____

_____

2 · Visit grid

Day	Date	Visit ref	Scheduled arrival	Scheduled departure	Sitter	Status (scheduled / completed / rescheduled / cancelled)	Report card completed	Report card sent	Notes

3 · Booking instructions

Access reference: _____

Alarm reference: _____

Care-instruction revision: _____

Emergency contact: _____

Client communication preference

☐ Text

☐ Email

☐ Phone

Special scheduling instructions

_____

_____

4 · Schedule confirmation

☐ Client confirmed this schedule

Prepared by: _____

Client name / signature: _____

Date confirmed: _____

Schedule revision / date: _____

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