

A Pet's Best Friend Travel Information Form

~A Pet's Best Friend~ 13057 Logan St., Thornton, CO 80241 (303) 439-7896, (303) 525-2911, Melissa@apetsbestfriend.com, www.apetsbestfriend.com ~

Contact Information:

Pet Owner's Name: _____

Will be staying at (name of hotel or residence): _____

Address: _____

Phone number: (_____) _____ Cell number: (_____) _____

Other numbers: _____

Leaving your home DATE AND TIME: _____

Arriving at home DATE AND TIME: _____

Mode of Transportation: _____

Airline info: (only first and final flights needed. May attach itinerary copy)

Departure:
Airline and Flight # _____ Arriving in _____ @ _____:

Return:
Airline and Flight # _____ Arriving in Denver / DIA @ _____:

Confirmation List:

Because we are responsible for your pet's care, it is critical that we take extra measures to confirm scheduled pet sits. To prevent any miscommunication, please perform the following tasks to ensure the safety of your pets:

1. ___ **Review confirmation/invoice email sent from A Pet's Best Friend™**
2. ___ **Log in at www.apetsbestfriend.com. Click on "Existing Client Login" Enter username (your email address) and password. Click on "Service Activity" to view scheduled services**
3. ___ **Write the dates of pet sit service in the notation area of your check if you choose to mail in payment prior to departure**

Check off list:

Please check off the following list to be sure everything is ready for your pet's care.

1. ___ **Provide key in the lock box for the pet sitter to use to enter the home**
2. ___ Make sure front screen or storm door is UNlocked so sitter can use lockbox
3. ___ Scoop litter box (or pooper scoop yard if applicable) Plenty of cat litter
4. ___ Plenty of pet food and treats available
5. ___ Baggies for pet pick up available for walks or litter box clean up
6. ___ Windows and doors secured
7. ___ Stocked up on cleaning supplies/paper towels/garbage bags
8. ___ Inform APBF if anyone else will be at your home while you are away.
9. ___ Arrange for snow removal as needed to provide safe access to home.
10. ___ Water plants before leaving or leave watering instructions: _____
11. ___ Reiterate medication instructions: _____
12. ___ **Email any CHANGES to the routine** to Melissa prior to your departure at [melissa@apetsbestfriend](mailto:melissa@apetsbestfriend.com) so instructions may be updated in your account.

OTHER: _____

Any last minute thoughts may be notated here:

