Meet-and-Greet Checklist

Before the visit

- [ ] Confirm the date, time and address
- [ ] Send the client information form ahead
- [ ] Ask for vaccination records

Meeting the pet

- [ ] Let the pet come to you first
- [ ] See how the pet reacts to you, a leash and treats
- [ ] For boarding, introduce your own dog on neutral ground first

The home (for drop-ins)

- [ ] Food, treats, medications and supplies
- [ ] Meal amounts and times
- [ ] Leash, harness and waste bags
- [ ] Where the pet sleeps and spends the day
- [ ] Rooms that are off limits
- [ ] Thermostat, lights and any alarm
- [ ] Test the key or door code while the client is there

Health and safety

- [ ] Vet clinic, and the nearest emergency clinic
- [ ] How to give each medication
- [ ] Escape risks, fears and any bite history
- [ ] An emergency contact who can make decisions

Paperwork

- [ ] Service agreement signed
- [ ] Veterinary release signed
- [ ] Key and home access agreement signed

This template is not legal advice. Check your state's rules.

☐ Deposit and payment method agreed

Notes: _____

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