



SMALL DOG BOARDING & DAYCARE

Client Intake Form

CLIENT INFORMATION	
Name:	
Address:	
Phone:	Email:
EMERGENCY CONTACT AND/OR PICK-UP DETAILS	
Name:	Relationship:
Phone:	Email:

DOG INFORMATION	
Name:	Breed:
Age:	Weight (Up to 40 lbs):
Sex:	Colors/Markings:
Likes:	Dislikes:
Temperament:	
Does your dog respond to the recall command? <input type="radio"/> Yes <input type="radio"/> No	
Is your dog a runner if they get loose? <input type="radio"/> Yes <input type="radio"/> No	
Does your dog have a history of escaping fencing? <input type="radio"/> Yes <input type="radio"/> No	
Other Important Commands:	



DOG BEHAVIOR

Does your dog exhibit any destructive behaviors? ☐ Yes ☐ No

If yes, please elaborate:

Has your dog been looked after by someone else before? ☐ Yes ☐ No

If yes, please elaborate if there were any problems:

Has your dog shown aggressive behavior toward another person or dog? ☐ Yes ☐ No

If yes, please elaborate:

Feeding Instructions (Type of food, feeding time, and quantity):

Does your dog have any allergies?

If yes, please specify:

Playtime Instructions:

Is your dog potty trained? ☐ Yes ☐ No

How does your dog let you know that they need the toilet?

Potty Instructions:

Is your dog afraid of anything in particular (e.g., fireworks, thunder, etc.)? ☐ Yes ☐ No

If yes, please elaborate:

VETERINARIAN INFORMATION

Name:

Clinic Name & Address:

Phone:

Email:



DOG HEALTH

Current Illnesses or Ongoing Medical Condition(s):

Other Health Information:

MEDICATIONS

INSTRUCTIONS (DOSE, FREQUENCY)

Is your pet microchipped? ☐ Yes ☐ No Microchip number:

Are your dog's vaccinations up to schedule? ☐ Yes ☐ No

Is your dog spayed/neutered? ☐ Yes ☐ No

Is your dog insured? ☐ Yes ☐ No

Policy Number/Company Name:

VACCINE DISCLAIMER: Store brought/self-administered vaccinations are not accepted. Rabies, Distemper-Parvo, and Bordetella vaccinations are required and must be administered from a veterinarian. We will request proof of vaccination documents directly from your veterinarian. Vaccinations cannot be administered less than 2 weeks prior to stay.

BOARDING SERVICES

Start Date:

End Date:

Drop-Off Time:

Pick-Up Time:

Items brought by owner: ☐ Food ☐ Treats ☐ Bed ☐ Leash ☐ Bowl
☐ Toys ☐ Collar ☐ Others:

Has your dog been to a boarding facility before? ☐ Yes ☐ No





DOG BOARDING Agreement

This contract (the "Agreement") is entered into between Willo-Wisp Stay & Play (hereinafter referred to as the "Dog Boarding Company," "We," or "Our") and _____ (hereinafter referred to as the "Dog Owner," "You," or "Your") from _____ until _____.

DOG BOARDING SERVICES

The Dog Boarding Company will provide a safe, clean, and caring environment for the dog(s) throughout the duration of the services. This includes ensuring that adequate shelter, comfortable bedding, sufficient food, and clean water are readily available to promote the dog(s)' well-being. The Dog Boarding Company acknowledges and agrees to adhere to the feeding schedule and dietary requirements specified by the Dog Owner. Appropriate provisions will be made to ensure that the dog(s) receive the necessary physical activity, playtime, socialization, and companionship. The dog(s)' medications will be administered according to the Dog Owner's explicit instructions.

DOG OWNER RESPONSIBILITIES

The Dog Owner should ensure that their dog(s) have the appropriate ID tags and collars for identification. The Dog Owner should ensure the health of their dog(s) before check-in. The dog(s) should be free from contagious diseases for at least 14 days prior to their stay, and the dog(s)' vaccinations should be current. The Dog Boarding Company will verify with The Dog Owner's veterinary clinic. The Dog Owner will provide clear and detailed instructions for any required medications or special dietary needs, and any medications should be properly labeled. Any known dog behavioral issues or aggression triggers must be disclosed to the Dog Boarding Company. This information is essential for the safety of both the dog and boarding staff.

PAYMENT AND FEES

The Dog Owner agrees to pay the Dog Boarding Company the boarding fee as outlined in the pricing and fee schedule shown below:

LENGTH OF STAY	SERVICES DESCRIPTION	COST PER 24 HOURS

A 50% deposit should be paid at least 7 days before the check-in date, and the remaining fees are due upon check-in. Additional services will be subject to additional fees. The Dog Owner will be responsible for the payment of these additional service fees.

The Dog Owner acknowledges that the late pick-up of their dog(s) beyond the agreed-upon check-out date and time will result in additional fees, which are assessed either on a per-day or per-hour basis.

CANCELLATION AND TERMINATION

To cancel or alter the services, the Dog Owner is required to provide written notice at least 3 days prior to the check-in date. If a cancellation is made after this period, the deposit will not be refunded. The Dog Boarding Company reserves the right to cancel or terminate services at any time due to reasons that may include but are not limited to aggressive dog behavior or false information provided. Should the Dog Boarding Company cancel the Services, the Dog Owner will be notified promptly. In case of termination, the Dog Owner may not be entitled to a refund of any balance due.



EMERGENCIES

In the event of a pet medical emergency, every reasonable effort will be made to contact the Dog Owner or emergency contact immediately. If this cannot be done in time, the Dog Boarding Company is authorized to seek the veterinary care necessary for the dog's health and safety. The Dog Owner is responsible for all associated veterinary expenses. In the event of injury, illness, or emergency, Dog Owner must identify a person that can pick up and take responsibility for the pet.

LIABILITY

The Dog Owner agrees to indemnify and hold harmless the Dog Boarding Company from any claims, liabilities, damages, expenses (including legal fees), or harm to the dog(s) arising from the services, except in cases of gross negligence or willful misconduct.

ENTIRE AGREEMENT

This contract constitutes the entire agreement between the Dog Owner and the Dog Boarding Company regarding the services and supersedes all prior discussions, understandings, representations, and agreements, both written and verbal.

FORCE MAJEURE

Neither party shall be held accountable for unforeseeable circumstances or events beyond their control, including acts of nature, government actions, war, epidemics, or other events hindering the contract's performance. The affected party must promptly notify the other party and make reasonable efforts to mitigate the event's effects.

SEVERABILITY

If any provision of this Agreement is found to be invalid, illegal, or unenforceable under applicable law, the invalidity, illegality, or unenforceability of such provision shall not affect the validity or enforceability of the remaining provisions of this Agreement.

No modification, amendment, or alteration of this Agreement shall be binding unless it is made in writing and duly executed by both parties. By signing below, both parties acknowledge and agree to the terms and conditions stated in this Agreement.

DOG OWNER'S SIGNATURE:

DATE:

DOG BOARDER'S SIGNATURE:

DATE:





BOARDING SERVICES

Photo and Video Release Form

I, _____, hereby authorize Willo-Wisp Stay & Play to use photographs and video recordings taken of my dog(s) during the boarding services for promotional, marketing, and advertising purposes, which may include but are not limited to website content, social media posts, newsletters, flyers, brochures, promotional videos, and other digital or print communications.

I acknowledge that I will not receive any form of compensation or royalties for the use of these photographs and video recordings in promotional materials.

I understand that while these photographs and video recordings may be used for promotional purposes, my personal information (such as my full name, contact information, and address) will not be disclosed or shared without my additional consent.

I acknowledge that granting this consent is entirely voluntary, and I have not been coerced or pressured into providing permission for the use of my dogs' photographs and video recordings.

By signing below, I acknowledge that I have fully read and understood the above photo and video release agreement.

Dog Owner's Name

Dog Owner's Signature

Date



Service Invoice

**BILLED TO:**

Customer Name:

Address Line #1:

Address Line #2:

Willo-Wisp Stay & Play

35875 Poppy Ridge Rd.

Soldotna, AK 99669

Accepted payment types:

Cash

Venmo, CashApp

PayPal

ApplePay

Date:

DATE	SERVICES DESCRIPTION	FEE

PAYMENT METHOD:

- ☐ Cash
- ☐ Paypal
- ☐ Venmo/CashApp
- ☐ ApplePay
- ☐ Other

PAYMENT DETAILS:

Subtotal:

Additional Fees:

Total Due:

Payment Due On:

THANK YOU FOR SUPPORTING US!





Price List

FULL DAY (10+ HRS) ----- \$45/DAY

DAYCARE (<10 HRS) ----- \$25/DAY

Packages

WEEK (7 FULL DAYS) ----- \$280

WORK WEEK (5 DAYS, UP TO 10HRS/DAY) -- \$110

WEEKEND GETAWAY (3 DAYS) ----- \$120

SPA DAY (UP TO 6 HRS) ----- \$50

(INCLUDES PLAY TIME, BATH & BLOW DRY, & NAIL TRIM)

ADDITIONAL DOG DISCOUNT ----- 10% OFF/EA.

(EXCLUDES SPA DAY PACKAGE)

ALL STAYS INCLUDE:

- Cozy enclosure with bed, blanket, toys, food, and water bowl.
- On-site owner and indoor/outdoor cameras for safety, security, and peace of mind.
- Plenty of playtime, exercise, socialization, and enrichment activities.
- TV and music to minimize anxiety.
- Fenced-in outdoor potty area.
- Before bed cuddle time.
- Photo and video updates during entirety of stay.