

Paw Spa & Retreat  
1152 Shepherdstown Rd  
Martinsburg, WV 25404  
(304) 263-7829 (304) 263-6500 FAX

## BOARDING INFORMATION SHEET

Check In/Check Out  
Monday-Saturday 8AM-5PM  
Sunday - CLOSED

OWNER'S NAME \_\_\_\_\_ PET'S NAME (S) \_\_\_\_\_

DROP OFF DATE \_\_\_\_\_ PICK UP DATE \_\_\_\_\_

EMERGENCY # \_\_\_\_\_ EMERGENCY # \_\_\_\_\_

### \*\*\*SUNDAY POLICY\*\*\*

Our reception area will be **closed to the public**. All pick-ups and drop-offs must be a **specific** scheduled time between **2PM – 5PM**. A **pre-payment will be taken prior to pick-up**.

### \*PLEASE READ\*

\*An emergency number should be left at time of drop-off. If at any time your pet requires emergency, or immediate veterinary care, we will first attempt to contact you (or your designated contact). If contact cannot be made, treatment will be administered at our discretion and at the owner's expense.

\*Although we provide a clean, comfortable environment, please be aware that it is different from your home. Temperature and humidity change, barking, excitement, etc....can cause such problems as: sore throat, tonsillitis, diarrhea or urinary tract infections. We seek to prevent such problems; but in the event that there is an occurrence, you will be charged appropriate fees for all treatment and medications needed for reasons that are not directly under our control.

### VACCINATIONS:

- \* All pets must be current on vaccinations at least **ONE WEEK** prior to being dropped off.
- \* If vaccines are not up to date your reservation will be denied.
- \* If the vaccines were **not** done at our hospital, you must bring proof with you.

### Must Have

**DOGS:** Distemper, Rabies, and Bordetella

**CATS:** Distemper and Rabies

All pets must be free from external parasites (fleas or ticks) when admitted for boarding or your pet will be treated at your expense.

**IF YOUR PET HAS MEDICATIONS List Below:**

Medication Name	Dosage Amount	AM , PM or Both

**FEEDINGS:** \*\*\*We feed Purina Pro Plan Savory Chicken and Rice (Dogs) & Hill's Science Diet Adult Chicken (Cats). We do not carry wet food. If your pet is a finicky eater please let us know and we will do our best to accommodate. \*\*\*

**FOOD (circle one):**      BROUGHT OWN                      USE FACILITY

**DO YOU FEED (check one):** AM \_\_\_\_ PM \_\_\_\_ BOTH \_\_\_\_ NOON \_\_\_\_ FREE FEED \_\_\_\_

**AMOUNT GIVEN:** \_\_\_\_\_

**BELONGINGS (WE SUGGEST NO BEDS, BLANKETS, OR BOWLS PLEASE...WE PROVIDE THESE IN HOUSE...understand we ARE NOT LIABLE for destruction or loss of belongings)**

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**\*\*If you would like any medical services performed on your pet during his/her boarding stay please make an additional appointment ahead of time with the hospital that will coincide with your boarding stay. Surgeries are not recommended during boarding.**

**\*\*If you would like full grooming or clean up services performed on your pet during his/her boarding stay. An additional appointment must be made ahead of time that will coincide with our groomer's schedules.**

**\*\* If extra services are not pre-scheduled for your time of stay we cannot guarantee that any services will be performed.**

**\*\*Baths are complimentary for stays of two nights or more and will be given the day prior to pick up. Additional baths can be requested at drop off for an extra fee.**

The following services are available for an additional charge:

- Dog Nail Trim \$22     Dremel (Dog ONLY) \$22.00     Ear Cleaning \$8.00     Brush Teeth \$10.00     De-shed \$20+  
Cat Nail Trim \$17

**During your pet's stay if any photos/videos are captured. Do we have permission to publish them on web-based publications after pickup? YES \_\_\_\_\_ NO \_\_\_\_\_**

**SIGNATURE:** \_\_\_\_\_

Date \_\_\_\_\_