

Paw Spa & Retreat  
1152 Shepherdstown Rd  
Martinsburg, WV 25404  
(304) 263-7829  
PawSpa@svhww.com

## 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 # \_\_\_\_\_

*\*If you are traveling to an area outside of our time zone, or out of the country, please list the appropriate times we may communicate with you and any additional contact information (Email, Facebook Messenger, etc.) below:*

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

Our reception area will be **closed to the public**. All pick-ups and drop-offs must be **between the hours of 2PM – 5PM ONLY**. 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 problems such as: sore throat, tonsillitis, diarrhea or urinary tract infections. We seek to prevent such problems. In the event that there is an occurrence, you will be charged appropriate fees for all treatment and medications necessary.

### 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.

**DOGS:** Distemper (DHPP/DHLP), Rabies, and Bordetella

**CATS:** Distemper (FVR-CP/FVR-CP W/ FELV) 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.**

Please list all pet medications and supplements below:

Medication Name	Dosage Amount	AM , PM or Both

**FACILITY BRAND:** Dog- Purina Pro Plan Veterinary Diet EN Gastroenteric Chicken Flavor Kibble  
Cat- Hill's Science Diet Adult Sensitive Stomach & Skin Chicken Flavor Kibble

**FOOD (CIRCLE ONE):**      BROUGHT OWN      USE FACILITY

**SELECT FEEDING TIME(S):** AM \_\_\_\_ PM \_\_\_\_ 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.**

**Cat:**

The following services are available for an additional charge:

<b>Dog:</b>	Nail Trim \$24	Dremel \$24	De-shed \$22	Brush Teeth \$12	Ear Cleaning \$10	<input type="checkbox"/> Nail Trim \$19
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> De-shed \$22
						<input type="checkbox"/> Ear Cleaning \$10

**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\_\_\_\_\_