Dog sitter handoff

Fill in page 1. Page 2 shows how specific the instructions should be.

DOG: _____ **CARE DATES:** _____

Who to call

OWNER AND PREFERRED CONTACT

LOCAL BACKUP AND WHEN TO CALL

REGULAR VET AND AFTER-HOURS CLINIC

CARE AUTHORIZATION AND CLINIC ADDRESS LOCATION

What a normal visit looks like

ARRIVAL AND DEPARTURE STEPS

MEALS, WATER AND SUPPLIES

TOILET BREAKS, WALKS AND SETTLING

MEDICATION INSTRUCTIONS OR WHERE TO FIND THEM

When plans change

SAFETY RULE OR TRIGGER AND WHAT TO DO

WHAT TO REPORT AND WHEN TO SEND AN UPDATE

Confirm the plan together. Share entry codes privately.

Dog sitter handoff

Completed example with fictional details.

DOG: Juniper **CARE DATES: Nov 20-22**

Who to call

OWNER AND PREFERRED CONTACT
Morgan | 202-555-0101 | text for updates, call for urgent issues

LOCAL BACKUP AND WHEN TO CALL
Jamie | 202-555-0102 | call if Morgan cannot be reached

REGULAR VET AND AFTER-HOURS CLINIC
Maple Vet | 202-555-0103; urgent clinic | 202-555-0104

CARE AUTHORIZATION AND CLINIC ADDRESS LOCATION
Morgan or Jamie can authorize care. Printed clinic addresses are in the blue folder.

What a normal visit looks like

ARRIVAL AND DEPARTURE STEPS
Use the side door. Clip the leash on before opening it. Check that the gate latched.

MEALS, WATER AND SUPPLIES
7 AM and 6 PM: 1 level scoop from the labeled bin. Refresh the water at each visit.

TOILET BREAKS, WALKS AND SETTLING
Yard on arrival and before leaving. Use the harness by the door. No on-leash greetings.

MEDICATION INSTRUCTIONS OR WHERE TO FIND THEM
None. Blue folder on the counter has the care and contact details.

When plans change

SAFETY RULE OR TRIGGER AND WHAT TO DO
If a delivery arrives, close the kitchen gate before opening any outside door.

WHAT TO REPORT AND WHEN TO SEND AN UPDATE
After each visit, text meal, toilet break and departure time. Call about anything unusual.

Confirm the plan together. Share entry codes privately.