

**HappiTails Home and Pet Sitting Services**  
**104 Duxford Road**  
**Whittlesford**  
**Cambridge, CB22 4NH**  
**Tel: 01223 832604**

**ADMINISTRATIVE BOOKING FORM**

All information about you, your property and any assignment is held in strict confidence by HappiTails and will not be disclosed by any other party. Our data protection number is Z7670620.

**WHEN FILLING IN THIS FORM PLEASE USE BLOCK CAPITALS THROUGHOUT.**

**PERSONAL DETAILS**

Name:

.....

Address:

.....

.....

Postcode: .....

Telephone, Home: ..... Work: .....

Mobile: ..... Email: .....

**YOUR ANIMALS**

**PET 1**

Type of Pet .....  
Name of Pet .....  
M/F/N .....  
Date of Birth .....  
Special Needs e.g. medication .....  
.....  
Next Season Date.....  
Exercise Needed .....  
Where Pet Sleeps .....

**PET 2**

Type of Pet .....  
Name of Pet .....  
M/F/N .....  
Date of Birth .....  
Special Needs e.g. medication .....  
.....  
Next Season Date.....  
Exercise Needed .....  
Where Pet Sleeps .....

**PET 3**

Type of Pet .....  
Name of Pet .....  
M/F/N .....  
Date of Birth .....  
Special Needs e.g. medication .....  
.....  
Next Season Date.....  
Exercise Needed .....  
Where Pet Sleeps .....

**[COPY AND COMPLETE IF MORE THAN 3 PETS]**

**Please detail meals your pet(s) have and at what times:**

**Extra information about your pet(s):**

**DATE SITTER REQUIRED**

Home / Pet Sitter to arrive: Day: ..... Date: ..... Time: .....

Home / Pet Sitter to depart: Day: ..... Date: ..... Time: .....

**SITTER DETAILS**

Would you prefer female or male: Male / Female / OR either

Would you accept: 1 person / 2 people / OR either (there is no additional cost for two people)

Would you prefer a non-smoker? Yes / No / don't mind

**PROPERTY DETAILS**

Please state what type of home you live in

House / Flat / Bungalow / Cottage / Other .....

Is it easily accessible by public transport? Yes / No

Is there off road parking? Yes / No

Do you have a security alarm? Yes / No (please remember to leave operating details for sitter)

Where is your nearest police station for the sitter to register with?

.....

While you are away will anyone else be holding a key for the property? Yes / No

If yes, name and telephone no.: .....

Do you employ a cleaner / housekeeper? Yes / No

If yes, name and telephone no.: .....

Will you be expecting any deliveries or services whilst away? Yes / No

If yes, please detail:

.....

### **GARDEN**

Do you require grass cutting? Yes / No (there is a negotiable cost for this)

Do your pot plants need watering: Yes / No

(If yes, please leave details of where they are situated)

.....

Do your houseplants need watering: Yes / No

### **EMERGENCY NUMBERS**

Relative: ..... Tel: .....

Friend: ..... Tel: .....

Plumber: ..... Tel: .....

Electrician: ..... Tel: .....

Vets: ..... Tel: .....

### **CONFIRMATION AND PAYMENT**

We always confirm receipt of bookings and will telephone you with details of your sitter. We will also arrange a suitable time for a preliminary meeting to discuss your requirements in full with the sitter. I wish to make a booking, subject to me agreeing and signing the Client Contract. I enclose a cheque, payable to HappiTails Home and Pet Sitting Services.

Signed:

Date: