

SERVICE CONTRACT (SAMPLE)

Tampa Cat Lady

6017 Wesley Brook Dr
Wesley Chapel, FL 33545
813-994-9449

Client Name: Jane Doe

Today's Date: July 21, 2016

DATES AND FEES

First Visit: 07/25/16	Number of Visits: 8	Fee Per Visit \$20.00 - 2 cats	Total Due for Cat Visits	\$160.00
Last Visit: 08/01/16		Key Handling Fee	Option 1 - n/c	.00
Ret. Date: 08/01/16	Number of Pets: 2	Holiday Fee	Labor Day	5.00
Ret. Time: 10 pm			TOTAL AMOUNT DUE:	\$165.00

KEYS: Please make sure all keys are working properly.

SECURE KEY RETURN OPTIONS:

1. Keep for future visits (n/c)
2. Mail back to **LOCKED** mailbox (\$3 fee)
3. Make copy/leave original in client's home (\$3 fee)
4. Arrange meeting to return key (\$15 fee)
5. Leave key inside client's home. Lock the door with thumb lock or exit thru garage.

RISKY KEY RETURN OPTIONS:

6. Hide outside your home (n/c) - somewhat risky
7. Mail back to UNLOCKED Mailbox (\$3 fee) - very risky
There is always a risk of a key going missing when it is mailed to an **UNLOCKED** mailbox or hidden outside your home.
If the key fell into the wrong hands that person would have your key AND know where you live.

PAYMENT: Payment is due on or before the first visit.

PayPal is our preferred form of payment. We'll send you an invoice a few days before your first visit if you plan to use PayPal.

We also accept cash, and checks or money orders **payable to Judy Lantrip.**

Please tell us how you wish to pay. (Circle your choice)

PayPal Cash Check Money Order Undecided

REVIEW AND SIGNATURE:

Initial _____ I have reviewed the Tampa Cat Lady Policies. I understand and agree to these policies.

Initial _____ I have reviewed this Service Contract of accuracy. I understand and agree to its contents.

Initial _____ This Service Contract covers only tasks listed on the Cat Care and Home Care forms. If I add tasks after the Service Contract is signed, I will be responsible for additional fees, if applicable. (Depending on the scope, tasks added may or may not incur additional fees.)

Client Signature

Pet Sitter Signature

Client retains copy of Service Contract signed by Pet Sitter.