

**Primary Contact**

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>
		Zip	<input type="text"/>

**Secondary Contact (if applicable)**

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>
		Zip	<input type="text"/>

Service Begins	<input type="text"/> / <input type="text"/> / <input type="text"/>	Time	<input type="text"/>	<input type="checkbox"/> Daily	<input type="checkbox"/> Every Other Day	<input type="checkbox"/> Weekdays
Service Ends	<input type="text"/> / <input type="text"/> / <input type="text"/>	Time	<input type="text"/>	<input type="checkbox"/> Weekly	<input type="checkbox"/> Every Other Week	<input type="checkbox"/> Weekends

Details	Visit Time	Length	Rate	Cost/Visit	# of Visits	Total
Morning			+	x	=	
Afternoon			+	x	=	
Dusk			+	x	=	
Night			+	x	=	
Subtotal						
Additional Charges						
Discounts						
<b>Grand Total Deposit Due</b>						

**Special Notes and Other Tasks**

<input type="text"/>	Payment Method	<input type="text"/>
	Payment Date	<input type="text"/>

<b>How may we reach you while you are away?</b>	<b>Trip Description/Hotel/Notes &amp; Visitors Expected</b>
Phone <input type="text"/>	<input type="text"/>
Email <input type="text"/>	

This request **must be confirmed** by my Service Provider, and **a Signed Copy must be left for the Service Provider.**

By submitting this request, I agree to all terms as stated on [www.ProCareHelps.com](http://www.ProCareHelps.com).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For the purposes of this document, the terms Client, Owner, and Customer are synonymous with the person contracting services for their home, yard their primary place of residence and/or one or more domestic animals.

1. A signed Service Request must be provided to ProCare Home and Pet Services, LLC before service is provided for any period.
2. Deposit in full is due at time of reservation. Reservations are not held until payment in full is received by ProCare Home and Pet Services, LLC or special arrangements are agreed upon by both parties in writing. A \$2 per visit late charge will be assessed to service that is not paid in advance. Reservations for not yet cleared PayPal payments will be honored.
3. There will be a \$20 service charge for each returned check.
4. Unpaid service may be cancelled without notice, including prior to or during the service period.
5. Cancellation Charge Schedule effective 9/1/2010 (% applies to entire service period total):
  - 0 - 48 hours prior to any service, and/or Holidays: Payment in full is charged (no refunds)
  - 2 - 7 days prior to service: 20% of service total is due (equals an 80% refund)
  - 8 days prior to service or more: No charge, refund in full.
6. Reservations are made to plan ProCare Home and Pet Services, LLC availability to clients. Therefore, clients returning home early will be required to pay for the reserved amount of time scheduled including travel time. Clients will not have to pay for scheduled Special Services not performed.
7. ProCare Home and Pet Services, LLC is not responsible for wilted, dead or otherwise unhealthy plants. ProCare Home and Pet Services, LLC will work hard to follow your written directions as precisely as possible, but cannot be responsible if the results are not favorable. Please place all indoor plants together on a waterproof surface in plain sight, as ProCare Home and Pet Services, LLC is not responsible for water damaged areas or missed plants.
8. ProCare Home and Pet Services, LLC is not responsible for damage to the home beyond the control of ProCare Home and Pet Services, LLC. This includes, but is not limited to leaks, electrical problems, and acts of nature. In these situations, ProCare Home and Pet Services, LLC will attempt to contact the customer and then the emergency contact before making a subjective decision on dealing with the problem. All repairs and related fees (including Special Service emergency service time and coordination fees) will be paid by the client, or fully reimbursed to ProCare Home and Pet Services, LLC within 14 days.
9. ProCare Home and Pet Services, LLC is not responsible for any damage to property of the client or others unless such damage is caused by the negligent act of ProCare Home and Pet Services, LLC. ProCare Home and Pet Services, LLC agrees to remain insured through Business Insurers of the Carolinas or a comparable liability insurance entity during each service period. ProCare Home and Pet Services, LLC accepts no responsibility for loss to the premises if other individuals have access to a client's home, or if the home is not properly secured.
10. At the time that service is booked, Owner will notify ProCare Home and Pet Services, LLC of everyone who has been granted access to the home during the service period. All other individuals that visit the home will leave a log of their visit.
11. ProCare Home and Pet Services, LLC is not liable for any loss or damage in the event a burglary or other crime that should occur while under this contract. Owner agrees to secure home prior to leaving the premises. ProCare Home and Pet Services, LLC will attempt to re-secure the home to client instructions at the end of each visit. While keys are in the possession of ProCare Home and Pet Services, LLC, they will be either on the Service Provider's physical person, or be properly secured.
12. Owner must have legal rights to place any animals in the care of ProCare Home and Pet Services, LLC, Kennels, and Veterinary Clinics. ProCare Home and Pet Services, LLC cannot service a home with "Visiting" pets or animals that do not belong to the resident of the service site without separate sets of agreement forms, including a Legal Considerations Agreement, accepted and signed by each rightful owner(s).
13. The terms of this document apply to all property owned by the client, including any and all new pets that the customer obtains on or after the date this document was signed, at any and all locations the owner designates for service.
14. Owner is responsible for pet-proofing house and yard, and the security fences/gates/latches. ProCare Home and Pet Services, LLC will not be responsible for the safety of any pets and will also not be liable for the death, injury, disappearance, or legal consequences of any pet with unsupervised access to the outdoors.

Initial \_\_\_\_\_

15. ProCare Home and Pet Services, LLC is authorized to seek any emergency veterinarian or medical assistance needed during visits, at the cost of the client, from any veterinarian or medical professional as chosen by ProCare Home and Pet Services, LLC. However, the company is not responsible for the health/well being of any animal(s) or human(s).
16. Owner is responsible for supplying the necessary, safe equipment/supplies needed for care of their pet(s), including but not limited to a sturdy, well-fit harness (halter, collar, etc...) for walks or in case of emergencies, firmly affixed vaccination tags, a lead rope or leash, pooper-scoopers, litter boxes, food, cleaning supplies, medicines, pet food, and cat litter. Owner authorizes any purchases necessary for the satisfactory performance of duties. Owner agrees to be responsible for the payment of such items, as well as service fees for obtaining items, and will reimburse ProCare Home and Pet Services, LLC within 14 days for all purchases made.
17. Owner will be responsible for all medical expenses and damages resulting from an injury to a Service Provider, or other persons, by the Pet. Customer agrees to indemnify, hold harmless, and defend ProCare Home and Pet Services, LLC, in the event of a claim by any person injured by the Pet.
18. It is suggested that arrangements be made with someone to evacuate your pets in case of a disaster or weather related event/crisis/"Code Red". ProCare Home and Pet Services, LLC will definitely try to see to your pets safety/care should such events occur, but cannot guarantee it.
19. This contract permits ProCare Home and Pet Services, LLC to accept all future telephone, online, mail or email reservations and provide service without additional signed legal considerations agreements.
20. ProCare Home and Pet Services, LLC may use their discretion to stop and end service at any time that a pet or the home poses a danger to the safety or health of itself, other pets, other people, or the Service Provider. If concerns prevent ProCare Home and Pet Services, LLC from continuing for a pet, the Owner authorizes the pet to be placed in a kennel, or previously arranged locale if possible. All subsequent charges, including but not limited to transportation, kenneling, tranquilizing, treating, accessing, and liability, are to be the responsibility of the Owner.
21. ProCare Home and Pet Services, LLC agrees to provide agreed upon services in a manner that is trustworthy, caring and dependable. In consideration of the services as an express condition thereof, the client expressly relinquishes any and all claims against the company and its employees, except those arising from negligence. Claims of negligence that involve a hired Independent Contractor, hired by ProCare Home and Pet Services, LLC, will be the responsibility of the Independent Contractor and the company they represent. All hired Independent Contractors are required to carry liability insurance with optional coverage or bonding through a reputable company.
22. Client agrees to discuss any concerns with ProCare Home and Pet Services, LLC within 24 hours of return after service.
23. This agreement is valid from the date signed, and replaces any prior Legal Considerations agreements. Client agrees to any future ProCare Home and Pet Services, LLC term changes relayed verbally to the client, mailed or emailed in writing to the client, or posted on our website under the heading Terms .
24. This contract may be terminated by either party by giving thirty days written notice to the other party.
25. The owner states that he/she has read this agreement in its entirety and fully understands and accepts its terms and conditions.

Client/Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ProCare Home and Pet Services, LLC: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**I have provided ProCare Home and Pet Services, LLC with the following key(s) on date:** \_\_\_\_\_  
(Please describe in detail, including the doors the keys will open)

Main Keys: \_\_\_\_\_

Backup Keys (A \$3 per key charge will be assessed if a backup method of entry is not provided): \_\_\_\_\_

I furthermore agree to and understand the following conditions and terms:

ProCare Home and Pet Services, LLC has my permission to make a copy of my key(s) for emergency/backup purposes at their discretion.

ProCare Home and Pet Services, LLC agrees to place an identifying code on my keys. My keys will not be marked with my name, address, pet’s names, or other identifying marks. When not in use or prepared for use, my keys will be stored in a secure location by ProCare Home and Pet Services, LLC.

My keys will be automatically retained by ProCare Home and Pet Services, LLC at the end of each service period. ProCare Home and Pet Services, LLC will place the key in a secured location until future service is requested.

ProCare Home and Pet Services, LLC has permission to provide my keys to any of its employees or independent contractors that will be providing me with Contracted Home or Pet Services.

**Key Returns**

I understand that if I decide that if at any time I’d prefer to have my key returned at the last visit of my service, I will leave a note on the first day of service. This note will include the message “ProCare Home and Pet Services, LLC - Leave Key on \_\_\_\_\_”, the date and time of the last scheduled visit, and instructions on how to secure my home while leaving the key. I understand that ProCare Home and Pet Services, LLC will not be able to access my house again after the Service Provider has left the key, including in the case of emergencies or delays in my return. Key return at the last visit of service is free.

ProCare Home and Pet Services, LLC is willing to exchange keys via mail. All mailed keys will be sent wrapped in cardboard and taped. The envelope will be padded and clearly marked with “Hand Sort Only – Do Not Machine Process”. ProCare Home and Pet Services, LLC is not responsible for keys that are sent and/or lost in the mail. Each mailed key transfer is charged to the client at a rate of \$20.00. That fee is assessed both when ProCare Home and Pet Services, LLC is asked to send or receive a key via mail.

ProCare Home and Pet Services, LLC is willing to exchange keys via drop off or pick up. Each personal key transfer is charged to the client at a rate of \$10.00.

This request must be confirmed by ProCare Home and Pet Services, LLC, and **a Signed Copy must be left for the Service Provider.** By submitting this request, I agree to all terms as stated on our website.

Client/Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ProCare Home and Pet Services, LLC: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_