



OFF COLLAR PET CARE

In anticipation of your upcoming travel plans, we've put together a handy checklist to help you prepare for your pet sitter.

1. Please be sure that we have the [correct entry information](#), i.e. lockbox code and location, garage code, and/or hide-a-key information. Please be sure to check the key to make sure that it works properly. It's also a good idea to give a back-up key to a neighbor or friend that lives close by in case of an emergency.

2. Please be sure that we have [up-to-date security system information](#) and very clear instructions on how the system is armed and disarmed. In the event that your dog walker accidentally trips your alarm, please be sure that we have the correct password for when the company calls.

3. Please be sure that we have all the [correct contact information](#) for both you and your emergency contact.

4. Please be sure that we have all the [correct pet care and house care information](#). Please email the office at info@offcollar.com with the updated information so we can update your file. Things to include if applicable are:

- ⇒ Feeding routine
- ⇒ Walking routine
- ⇒ Location of leash
- ⇒ Location of poop bags
- ⇒ Location of cleaning supplies
- ⇒ Location of treats
- ⇒ If you want their collars removed or to stay on
- ⇒ If they are to be crated after the walker leaves



Off Collar Pet Care
5500 Dorset Drive
Alexandria, VA 22311

www.OffCollar.com
703.721.8913





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5. Please be sure to [secure all doors](#) that you want to remain closed. You'll also want to make note of these in your update.

6. Please [put anything that your pet can get into out of harms way](#). This may include wastepaper baskets, clothes hampers, remote controls etc.

7. Please be sure we have [updated vet information](#). In the case of an emergency we will transport your pet to your vet or the nearest emergency clinic.

8. Please be sure to [leave detailed instructions if your pet needs medication administered](#).

9. Please let us know if you would like your sitter to leave [a radio playing softly or if they should leave the TV on](#) when they leave the home. Some pets find this soothing in their owner's absence.

10. Please remember you will receive detailed reports about your pet after every visit.



Wag on,

Lauren Flanagan
Off Collar Owner
Professional Pet Lover

