

## **Professional Animal Sitting Services, Inc.**

**Once we start service for you and your pet we will continue service until you return home and contact us.**

- You must contact Professional Animal Sitting Services, Inc. by telephone or e-mail and notify us of your return home.
- If we don't hear from you, we assume you have been delayed by some type of emergency and are unable to contact us. We will assume that your pets and home need someone to care for them!
- We will maintain your personal information, alarm codes, and house keys in a secure location. We will not share your information with anyone unless it is to facilitate your service.
- We will maintain a list of emergency contact persons for you and your pet.
- We will perform all of the services that are listed on your service agreement.
- We will maintain all the necessary licenses, insurance, and bonding during our service agreement.
- If your pet has a medical emergency while you are away, we will attempt to notify your listed emergency contact person. If they cannot be reached and the emergency is life threatening, we will seek emergency care for your pet.
- In case of a natural disaster we will make every reasonable effort to make a safety check for your pets and home. You will be charged for an additional visit.
- We will not allow anyone access to your home without your prior approval. Emergency Services personnel are exceptions to this policy.
- We will not stand by while service or maintenance personnel perform service on your home unless it is an emergency repair. You will be charged according to the time we spend at your home.