

**Knoxville Animal Clinic, LLC Boarding & Grooming Forms & Policies 2022-2023**

*\*=Required Field & Signature Required on the back of this form\**

**Owner Contact Information**

\*Client Name: \_\_\_\_\_ \*Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Alternate #: (\_\_\_\_\_) \_\_\_\_\_

Emergency Contact: (\_\_\_\_\_) \_\_\_\_\_ \*Email address: \_\_\_\_\_

**Patient(s)**

Name(s) \_\_\_\_\_

**I) Boarding Dates:** \_\_\_\_/\_\_\_\_/\_\_\_\_ until \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Diet:** If you did not bring your pet's food, we will feed, at no extra charge, a sensitive stomach diet your pet.

**\*Brand:** \_\_\_\_\_ **\*Amount to be fed and frequency to feed:** \_\_\_\_\_

Does your pet need to be seen by a veterinarian while boarding? *\*If circled YES, please fill out a drop off form\**

Circle One: \*YES or NO

Reason to be seen by a veterinarian? \_\_\_\_\_

Does your pet need a bath while boarding? *\*If circled YES, please fill out Grooming Form Section II below\**

Circle One: \*YES or NO

Does your pet need nail trim and/or anal gland expression? Nail trim Cost: \$20.00 Anal Glands Cost: \$20.00

Pertinent Medical History: \_\_\_\_\_

Please list known allergies & vaccine reactions: \_\_\_\_\_

**Please list ALL medications / Supplements:**

1. _____	DOSE: _____	Time: AM__ Noon__ PM__
2. _____	DOSE: _____	Time: AM__ Noon__ PM__
3. _____	DOSE: _____	Time: AM__ Noon__ PM__
4. _____	DOSE: _____	Time: AM__ Noon__ PM__

**II) Grooming Form - Please complete section below if you pet is being bathed or groomed:**

*Bathing & Grooming appointments include routine nail trim, ear clean and anal gland expression by groomer.*

Circle one: Bath and Brush (No haircut) or Bath & Groom

Medical staff to express anal glands? Cost: \$20.00 YES or NO

Dremel your pets' nails? Cost: \$25.00 YES or NO

Please provide special instructions here to the groomer (Jenny) & indicate type of groom/hair cut requested:

\_\_\_\_\_

Please list all items brought with your pet: (For example, bed, toys, blankets, treats)

\_\_\_\_\_  
\_\_\_\_\_

## **Boarding, Day Boarding, Drop Off, & Grooming Policies for KAC, LLC:**

All day boarding, boarding, and grooming animals are required to be up to date on vaccinations and free of parasites, fleas, and ticks. If your pet is not up to date on vaccinations and/or parasites, fleas, or ticks are detected on your pet, a physical examination, appropriate treatment, and/or vaccinations, will be given to your pet(s) and charged to your account.

**Required canine vaccinations for boarding, day boarding, and grooming include** Rabies, Distemper, Parvovirus, Adenovirus (DA2PP), Bordetella (kennel cough), and Canine Influenza H3N2/H3N8 (if the Influenza vaccine is currently available at the time of boarding or grooming appointment). **Required feline vaccinations include** Rabies and Feline Distemper (FVRCP).

Examination by a veterinarian is required if your dog or cat needs to be vaccinated and/or if your pet is sick at the time of arrival. Fecal floatation will be performed if your pet has not been screened for internal parasites within 12 months prior to arrival date. Fecal floatation will be required if your pet is not currently receiving monthly internal parasite prevention. If your pet is displaying symptoms or is suspected of having an infectious disease, which could be transmissible to other animals in our clinic, arrangements to have your pet discharged or transferred to a referral facility may be required.

Clients must complete the required forms prior to or at the time of arrival. Forms must be completed by the owner with instructions including, but not limited to, medications, feeding instructions, personal belongings, grooming requests, and appointment requests for your pet to be seen by a veterinarian. If the forms are not completed, KAC, LLC cannot be responsible for giving or dispensing medication, feeding instructions, personal belongings, veterinarian requests, or grooming requests. Clients are required to leave a valid phone number(s) and email address where we can reach you during normal business hours in the event of an emergency or question regarding your animal.

All medications brought with your pet must be appropriately labeled in the original prescription pill vial as prescribed by a veterinarian or pharmacy. Medications not brought in the original prescription pill vial cannot be administered to your pet while boarding or day boarding with us.

We require a 24-hour cancellation notice for grooming and boarding appointments. The boarding cancellation fee is calculated as 50% of your original scheduled boarding reservation. The cancellation fee for grooming is \$20.00. Cancellation fees will be collected at the time of cancellation.

We kindly ask you drop off all boarding patients by no later than 5:30pm and to pick up your pet from boarding, day boarding, and grooming appointments by no later than 6:00 pm on scheduled departure date. If your plans change and you cannot pick up on the day of departure, please notify us immediately. For safety of our staff and security purposes, KAC, LLC does not allow after hours, holiday, or Sunday pick up for boarding animals or patients.

## **KAC, LLC Day Boarding, Boarding, Drop Off, & Grooming Policies & Release for Treatment:**

**Release for treatment:** I the undersigned do certify that I am the owner, or authorized agent of the owner of the animal(s), that I hereby authorize Knoxville Animal Clinic, LLC, to perform medical or surgical procedures, physical examinations, anesthesia, x-ray, administer drugs, or other such treatment(s) as the veterinarian deems necessary while day boarding, boarding, and grooming patients. I agree to accept responsibility for the payment of all services rendered. I authorize Knoxville Animal Clinic, LLC to release pet medical records in good faith without additional consent.

All day boarding, boarding, and grooming animals are required to be up to date on vaccinations, free of parasites, fleas, and ticks. If your pet is not up to date on vaccinations and/or parasites, fleas, or ticks are detected on your pet, a physical examination, appropriate treatment, and/or vaccinations, will be given to your pet(s) and charged to your account.

All medications brought with your pet must be appropriately labeled in the original prescription pill vial as prescribed by a veterinarian or pharmacy. Medications not brought in the original prescription pill vial cannot be administered to your pet while boarding or day boarding with us.

In the event this account is referred to an outside agency, credit reporting bureau, or attorney for collection, I agree to pay all attorney fees, collection costs, court costs, and/or any other expenses incurred during collection. I hereby state that I have read this release, that I understand the agreement and that I may request a copy of this agreement. I have read and understand all KAC, LLC policies and agree to terms as described above for boarding, day boarding, grooming and drop off patients.

**\*Signature required:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_