



**Finishing Touches by Stephanie**  
315 East 74<sup>th</sup> Street  
New York New York 10021  
Tel: 212-628-6288  
Fax: 212-628-6286(Call BEFORE Faxing)  
Pawmail: finishingtouchesbystephanie315@gmail.com

Please PAWMAIL, FAX or DROP OFF your completed REGISTRATION FORMS together with a copy of your pet's UPDATED vaccination paper PRIOR to commencement of Trial Play, Playcare & Boarding services.

**CHECKLIST to assist you complete your pet's registration**

- Client's Registration Form (attached)**
  - Must be signed and completed
  
- Mandatory Proof of Vaccinations Required by NYC Law**
  - Updated BORDETELLA
  - Updated DISTEMPER/PARVO
  - Updated RABIES
  - You may have your Vet fax these records directly to us.  
**Please Call 212-628-6288 BEFORE Faxing to 212-628-6286**
  - All vaccination records & registration forms **MUST** be received BEFORE Trial & Commencement Dates
  
- Schedule a Trial Day Appointment BEFORE purchasing Daycare Packages or Overnight Stays.**
  - We recommend weekdays after 10 am
  
- All Pets**
  - To be GEARED with Collars OR Harnesses (NO Use of Chokes or Prongs are allowed)
  - To provide their own 'Sanitary Bags'
  - Must be at least 4 months of age & fully vaccinated.
  - Must be Spayed/Neutered after 7 months of age.
  
- Overnight Stays**
  - Please bring sufficient food & medication (if any) for the guest/s
  - Please provide Wee-Pads if pet/s are 'Paper-Trained'
  - Please provide BOTH your contact information and an emergency contact while you are away.
  - We provide freshly laundered beds and blankets for our furry guests. However, if you wish to bring your pet's personal items, please kindly make sure it is washable and labeled with your pet's name on it.



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### REGISTRATION FORM

NAME (LAST NAME, FIRST NAME)		
STREET ADDRESS WITH APARTMENT #		
CITY, STATE AND ZIP		
HOME NUMBER	WORK NUMBER	MOBILE NUMBER
EMAIL ADDRESS (PRIMARY)	COMMUNICATION PREFERENCE (EMAIL OR PHONE)	
SPOUSE/PARTNER NAME (LAST NAME, FIRST NAME)		
WORK NUMBER	MOBILE NUMBER	
EMAIL ADDRESS (PRIMARY)	COMMUNICATION PREFERENCE (EMAIL OR PHONE)	

#### EMERGENCY CONTACTS/ AUTHORIZATION FOR PICK-UPS

EMERGENCY CONTACT NAME / RELATIONSHIP TO OWNER	TELEPHONE NUMBER

#### CREDIT CARD AUTHORIZATION

NAME ON CARD:		
BILLING ADDRESS (IF DIFFERENT FROM ABOVE):		
CARD NUMBER		
CARD TYPE (CIRCLE ONE) VISA      OR      MASTERCARD	EXP DATE:	CCV # (Required)



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**PET #1 INFORMATION**

NAME	BREED/COLOR/MARKINGS	
GENDER	WEIGHT	SPAYED/NEUTERED
DATE OF BIRTH	ANY AGRESSION ISSUES? DOGS or PEOPLE?	

**PET #2 INFORMATION**

NAME	BREED/COLOR/MARKINGS	
GENDER	WEIGHT	SPAYED/NEUTERED
DATE OF BIRTH	ANY AGRESSION ISSUES? DOGS or PEOPLE?	

**FEEDING INSTRUCTIONS**

WET BRAND	WET AMOUNT (BY SPOONS)	
DRY BRAND	DRY AMOUNT (BY CUP/S)	
FEEDING FREQUENCY (COMPLIMENTARY 2 FEEDINGS FOR OVERNIGHTS) (\$5/FEED FOR PLAYCARE PETS)		
MORNING (6.30-7.30am )	MID-DAY (12-1 pm)	EVENINGS (5-6pm)
ADDITIONAL FEEDING INSTRUCTIONS		

VETERINARIAN NAME & ADDRESS	VETERINARIAN TELEPHONE
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HAS YOUR PET HAD ANY SURGERY BESIDES BEING SPAYED & NEUTERED? ANY GROWTH ON IT'S BODY WE SHOULD BE AWARE OF?

**VACCINATION INFORMATION**

**\*\*\* Please attach copy of updated vaccines SHOWING EXPIRATION DATES \*\*\***

**RABIES . DISTEMPER/PARVO . BORDETELLA**

PLEASE LIST ALL HEALTH ISSUES (ALLERGIES, BACK, KNEE, EYES, HEARING, DIABETES, OTHER)

MEDICATION NAME	INSTRUCTIONS (frequency, amount, etc.)

## Finishing Touches by Stephanie Inc.

### Client Service Agreement

#### HEALTH /BEHAVIOR

- I understand that Finishing Touches by Stephanie, Inc. (herein referred to as FTBS) reserves the right to refuse services, or use of the facility for dogs who, in its sole determination, are unhealthy, act aggressively, are undisciplined, or who may be otherwise a danger to themselves or other animal users.
- If my dog is aggressive while staying at FTBS for overnight care, FTBS reserves the right to kennel my dog for the duration of his/her stay for the safety of other dogs and staff of Finishing Touches.
- To use the facilities my dog must be spayed or neutered if it is older than seven months of age.
- Proof of current vaccinations must be on file for Rabies, Distemper and Bordetella.
- I acknowledge that I take responsibility for, and will not hold FTBS liable for, any injury, illness or ailment which my dog may incur while in the presence of other dogs at the facility or otherwise. I understand that my dog plays at his/her own risk.

\_\_\_\_\_ **INITIAL REQUIRED**

#### INJURIES

- I assume all expense or liability for injuries that my dog may inflict upon any human or other pet while in the care of FTBS. I also agree that FTBS shall not be responsible, monetarily or otherwise, for injuries which may arise in the course of Playcare, Boarding or which may be caused by the presence of other dogs, or for any other reason or circumstance while under FTBS's care.
- I shall hold FTBS and its employees harmless from, make no claim against and indemnify FTBS and its employees against any costs, damages, claims, or expenses (including vet fees) that may result from an injury or illness to my dog, or to another dog, if caused by my dog. I understand if presented with medical bills, I am responsible for paying; I am responsible for initial vet visit costs and additional follow-up costs associated with the particular injury.
- If injuries occur between dogs from a fight with no obvious aggressor, that require emergency medical attention, the sum of all medical bills will be split 50/50 between both owners. It is at FTBS's sole discretion that we deem the fight to be "no-fault" and that the sum of the medical costs will be split equally between both dog owners.

\_\_\_\_\_ **INITIAL REQUIRED**

#### VETERINARY CARE

- If my dog/s become/s ill or if the state of my dog's health otherwise requires professional attention, FTBS, in its sole discretion may engage the services of a veterinarian, administer medicine, or give requisite attention to my dog/s
- I give my consent to FTBS to act on my behalf in obtaining emergency, or any other care, at my own expense if deemed necessary by FTBS or any of its staff.

\_\_\_\_\_ **INITIAL REQUIRED**

## PAYMENTS/CREDIT CARDS

- I authorize FINISHING TOUCHES by STEPHANIE to maintain my credit card information on file and charge for purchases and services either at the time a Boarding reservation is made, a Daycare package is purchased, or my dog/s is checked into FTBS for services.
- I also authorize FTBS to use my credit card to charge me for any late fees or additional fees resulting from my dog's stay with FTBS at the conclusion of rendered services, such as grooming, additional walk fees, feeding fees, transportation fees and emergency medical care fees (see below), and costs related to injuries to other pets by my dog/s.
- I agree to pay the rates for Daycare, 24 Hour Care, Transportation and all other services provided by FTBS prior to being scheduled.
- I acknowledge and agree that FTBS will decline services to me and my dog/s if my credit card is declined for service charges, pre-billed reservations, or if I have any unpaid balance resulting from services rendered.
- All additional or emergency charges that are incurred while at FTBS shall be payable upon pickup of my dog/s, or when billed by Finishing Touches by Stephanie located at 315 E 74<sup>th</sup> Street New York, NY 10021.

## CANCELLATION POLICY

**50% of the TOTAL SCHEDULED BOARDING will be charged if Cancellations are made LESS THAN 7 DAYS of the scheduled Arrival Date.**

**100% of the TOTAL SCHEDULED BOARDING will be charged if Cancellations are made LESS THAN 48 HOURS of the scheduled Arrival Date.**

**\*\* NO REFUNDS WILL BE ISSUED IF OWNER SHOULD DECIDE TO SHORTEN THE LENGTH OF STAY \*\***

## INITIAL REQUIRED

## LIABILITIES

- I specifically represent that I am the sole owner of my dog, free and clear of all liens and encumbrances.
- This contract contains the entire agreement between the parties. All terms and conditions of this contract shall be binding on their spouses, heirs, administrators, personal representative, and assignees of me and Finishing Touches by Stephanie Inc.
- By signing this contract and leaving my dog/s with FTBS, I certify the accuracy of all the information I have provided to FTBS relating to my dog/s.

## PROMOTIONAL USE

- I grant Finishing Touches by Stephanie, Inc. permission to use pictures or videos taken of my dog(s) for business related activities. I understand that this use may include advertising and marketing campaigns, website images, and other uses for promoting the services of Finishing Touches by Stephanie.

By signing below, I acknowledge that I have read and accept the terms and conditions stated above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Important Policies

### Safety Related Policies

- **Trial Day and Temperament Test:** Finishing Touches by Stephanie require a Trial Day for dogs that are new to FTBS. The Trial Day is required prior to a 24 Hour Care stay or prior to the purchase of ANY Playcare Packages.
- The purpose of the Trial Day is for Finishing Touches to have the opportunity to assess the temperament of your dog with the presence of the other clients' dogs under our care.
- All dogs are required to be collared/harnessed and on-leash when entering or exiting the facility.
- While we would love for all owners to stay and watch their dogs play, unfortunately this can be a distraction to your dog and therefore we do not advise so especially for the first time.
- **Temperament:** Owners must let Finishing Touches know of any aggression issues their dog has had towards other dogs or people. We will do our best to avoid situations that may agitate any aggression without compromising the safety of other dogs and our staff. If a dog becomes too worked up, we will separate this dog from the activity until we feel it's safe to return the dog to the group.
- **24 Hour Care Stay - Time of Check-In:** it is important that our guests have had sufficient time to exercise and socialize prior to sleep time. As a result, we ask that you check-in your pet/s for their overnight stay **prior to 3:00 pm** to ensure they will have sufficient time to tire themselves out prior to sleep time. This will give them the greatest chance of being ready to sleep and not being disruptive to the other dogs.
- **Personal Items:** We do provide freshly laundered beds & blankets for our furry guests. However, if you wish to bring your pet's personal items, please kindly make sure it is washable and labeled with your pet's name on it.

### Health Related Policies

- **Vaccinations:** All dogs using our facility & services are required to provide **Written Proof** of current vaccinations for the following: **Rabies, Distemper/Parvo and Bordetella**. All vaccinations **MUST SHOW** Proof of Expiration Dates.
- **Spay/Neuter Requirements:** All dogs must be spayed/neutered by 7 months of age.

### CAGELESS PLAYCARE & BOARDING REQUIREMENTS

All dogs attending Daycare & Boarding are required to:

- Be at least Four Months of age & Fully Vaccinated.
- Be in general good health, FREE FROM FLEAS & TICKS and provide **Written Proof** of up-to-date Vaccinations including:  
**RABIES, DISTEMPER/PARVO and BORDETELLA**
- Be Spayed or Neutered - Puppies under seven months of age are exempted.
- **Schedule a Trial Day BEFORE making reservations for Overnight Boarding & Purchasing P.C. Packages (We recommend Weekdays after 10am)**



**We recommend All Overnight Guests to check-in by 3pm**



## PLAYCARE PACKAGES

**ALL Packages are NON TRANSFERABLE OR REFUNDABLE & WILL EXPIRE IN 8 WEEKS**

Single Playcare Visit	\$40.00
5 Day Package	\$175.00 (\$35 / Day)
15 Day Package	\$450.00 (\$30 / Day)
25 Day Package	\$700.00 (\$28 / Day)

**INTRODUCTORY OFFER - ONE TIME ONLY (Expires in 2 Weeks)**

**5 Day Package \$100.00**

- TWO Complimentary One-On-One Relief Walks are included in Daycare Rates (Additional Walks are \$10 per walk)
- Daycare Feeding - \$5/Feeding (Owner provides food)
- Daycare Hours - Monday - Friday - 7:30am - 7:30pm
- Pick-Ups/Drop-Offs: \$15 & Up (Depending on location)

## 24-HOUR OVERNIGHT RATES

Up to 20 lbs

21 lbs - 40 lbs

Trial Day

\$65/Night

\$75/Night

**\*\* \$40**

**Guests Check-In:** (Monday-Friday 7.30am - 7.30pm) (Saturday - 9am - 12 Noon)  
**Guests Check-Out:** (Monday-Friday 7.30am - 12 Noon) (Saturday - 9am - 12 Noon)

**\*If you need to leave your pet after Check-Out Time at 12 Noon on a Scheduled Departure Date, a 50% discounted Single Playcare rate of \$20 will apply.**

**\*If you are unable to pick-up your pet after Closing Time on a Scheduled Departure Date, an additional Maximum Overnight Rate of \$75 will apply and pet shall remain for additional night stay.**

**\*\* If your pet passes with 'Flying Colors' on its Trial Day Visit, \$40 will be deducted from your FIRST 24-HOUR Overnight Stay.**

**\*\* NO REFUNDS WILL BE ISSUED IF OWNER SHOULD DECIDE TO SHORTEN THE LENGTH OF STAY \*\***

**Overnight Rates Include: 24-HOUR SUPERVISION & ADMINISTRATION OF MEDICATION (ORAL ONLY)**  
THREE Complimentary Relief Walks - Additional Walks are \$10 Per Walk  
TWO Complimentary Feedings - Additional Feedings are \$5 Per Feeding

## HOLIDAY SURCHARGE

**A holiday surcharge of \$12 will apply to your overnight rates for the following periods:**

New Year's Eve

New Year's Day

Martin Luther King Weekend (Friday - Monday)

President's Day Weekend (Friday - Monday)

Easter Weekend (Friday - Sunday)

Memorial Day Weekend (Friday - Monday)

Independence Day (July 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>)

Labor Day Weekend (Friday - Monday)

Columbus Day Weekend (Friday - Monday)

Thanksgiving Day Weekend (Wednesday - Sunday)

Christmas Eve

Christmas Day