



*Cat Sitting  
Client Handbook*

***Thank you for choosing The Dog Walking Network as your cat care provider!***

We are a small company in Brooklyn that focuses on consistency in dog walking and superior pet care for all of your furry family members. We get to know your pet through a complimentary consultation then introduce him or her to one of our experienced pet caretakers.

We provide exceptional care for all of our clients and specialize in individually tailored pet needs, from single dog walks for special needs dogs to medical cat sits. We ensure your dog, cat, bird, guinea pig, fish (etc!) receives the love, attention, exercise, and care needed to keep them happy and give you peace of mind.

We provide dog walking and cat sitting services in Park Slope, South Slope, Greenwood Heights, Carroll Gardens, Boerum Hill, Windsor Terrace, Kensington, Gowanus, Prospect Heights, and Crown Heights, 7 days a week rain or shine.

All of our dog walkers are insured and bonded and all of our pet care providers have lots of love to give!

Please take the time to read through this client handbook to better get to know our services and policies and check out our website at [www.thedogwalkingnetwork.com](http://www.thedogwalkingnetwork.com) for additional details.

If you have any questions or comments, please let us know. We look forward to caring for your pet!

Sincerely,

Amy Crossfield and Lynne Ruffini, Co-Owners  
Jessica Jimenez and Megan O'Leary, Managers  
347-262-4535  
[walk@thedogwalkingnetwork.com](mailto:walk@thedogwalkingnetwork.com)

### ❖ **Hours**

- The Dog Walking Network office is open 9AM-5PM Mon-Sat.
- We provide cat sitting services between the hours of 9AM and 7PM, 7 days a week. Exceptions are made for certain medical visits.

### ❖ **Cat Sitting**

- Cat sits are ½ hour and include feeding, watering, litter cleaning, playtime, and lots of love!
- In order to provide excellent cat sitting service, we require the following:
  1. An initial consultation with you and your cat(s)
  2. A completed Cat Sit Checklist (below) printed and left for us when you leave for your trip
  3. Two copies of your keys (they will be labeled with your cat's name only, no address, for safety)

### ❖ **Scheduling and Cancellation Policies**

- **Scheduling policy:** Scheduling is quick and easy! It is all done online through your personal profile at [leashtime.com](http://leashtime.com). New clients receive login information prior to the start of service. We ask that cat sits be booked 72 hours prior to the start of service. Holiday cat sits must be booked 5 days prior to the start of service to guarantee availability.
- **Cancellation policy:** We ask that services be cancelled at least 24 hours prior to the start of services.
- **Holiday Policy:** Cat sitting done on major holidays (New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas) and the surrounding days are an additional \$5. For cat sitting services, Thanksgiving holiday rates apply Thanksgiving day through the following Sunday, and Christmas holiday rates apply from December 24 to January 2.

## ***Fees for Service***

### ***Cat Sitting***

\$30-per 1/2 hr visit

\$34-\$42 1/2 hr medical visit

**All cat sitting services are subject to 8.875% sales tax.**

**We prefer e-check, but we also accept MC, Visa, and American Express.  
Your payment option is added to your profile in Leashtime.**

**For us to be able to do our very best during our visit with your cat, we need the below information.**

**Even if we have visited your cat before, we still need reminders so please fill out and print the below questionnaire and leave it for us when you go or leave a detailed note that covers the below information. Thank you.**

**Please leave the food we will need on the counter with your note and any litter or other supplies we will need out in the open for us to find easily.**

**\*Please note that there is a \$20 shopping fee associated with any shopping trips that must be made to replenish supplies.**

## **Cat Sit Checklist**

### **FOOD**

What type and amount of food should be given?

Does your cat have any allergies?

### **LITTER**

Where is the litter box[es]?

Is your litter flushable? If not, please leave bags for waste collection.

### **MEDICATIONS**

Is your cat in need of medication? If yes, please leave detailed instructions.

Where is the cat carrier located in case of emergencies?

### **TOYS**

Do you have toys for your cats? Where are they kept?

Are they kept out in between visits or do we need to pick them up?

Does your cat enjoy brushing? Where is your brush?

### **HOUSE INFORMATION**

Where are your trash can and recycling bins located in your home and in your building?

Do we need to water any plants?

Do we need to pick up the mail? If so, please leave the key, if we do not already have one.

**EXTRA INFO**

Please let us know all other important information like quirky personality traits or forbidden items to keep from kitty.