

Every Client and Pet that comes in should the following paperwork completed:

1. Release form - to be signed by the client prior to the start of grooming work
2. Intake form- must be completed with the client before grooming.

- AFTER reading the front of the form, You fill out the intake exam portion and fill out the summary of services

Once completed, find the existing folder for the client or begin a new one (see model folder in cabinet for help). Folders are to be filled alphabetically. On a new folder write the last name of the client then first. Ex: Putnam, Blake. All animals belonging to that client will go in that folder.

Make sure all information is filled out before dismissing the client!