

Pet Care & Handover Instructions:

How to Use This Template

Download, print, or complete digitally

Save the template to your device or print a copy to fill in by hand.

Fill in accurate pet details

Include names, species, breed, age, and microchip numbers for each pet. This ensures any caregiver or veterinary staff can identify your pets correctly.

Document daily care routines

Include feeding schedules, food brands, exercise needs, and any special routines. Clear instructions help maintain your pet's wellbeing and comfort.

Provide veterinary information

List your vet's contact details, medical history, allergies, and vaccination status. This allows caregivers to respond appropriately in emergencies or routine check-ups.

Outline emergency and long-term care plans

Specify who should care for your pets if you are unavailable, including contact information, and note any funds or instructions for covering care costs.

Include behaviour and personality notes

Describe temperament, likes, dislikes, or triggers to help caregivers manage your pets safely and keep them happy.

Store securely and share with trusted individuals

Keep the completed form in a safe place and share it only with those who may need to care for your pets, such as family members, friends, or a designated pet sitter.

Update regularly

Review and update the template whenever routines, medical information, or caregivers change.

DISCLAIMER:

This Pet Care & Handover Instructions form is provided by **Bilnor Staffing Solutions** for personal planning purposes only. It is **not a legally binding document**, and Bilnor is **not responsible for any errors, omissions, or outdated information** entered by the user. Please store this document securely and share it only with trusted caregivers.

1. Pet Details

Name:	Breed:	Age:	Microchip number:

2. Daily Care

Feeding routine (food brand, times, quantities):

Pet Name:
Feeding routine (food brand, times, quantities):
Exercise needs:
Special routines:

Pet Name:
Feeding routine (food brand, times, quantities):
Exercise needs:
Special routines:

Pet Name:
Feeding routine (food brand, times, quantities):
Exercise needs:
Special routines:

Pet Name:
Feeding routine (food brand, times, quantities):
Exercise needs:
Special routines:

3. Veterinary Information

Vet practice name:

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Vet contact number:

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Pet(s) Medical aid / insurance:

- ☐ Yes
- ☐ No

If Yes, Medical aid provider name:

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Policy Number:

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Medical history / allergies:

Vaccination status:

4. Emergency & Long-Term Plan

Who should look after my pets if something happens to me (names and contact details):

Primary Person:

Name:	
Cell:	
Email:	

Secondary Person:

Name:	
Cell:	
Email:	

Any funds left for pet care or how costs should be covered:

5. Behaviour & Personality Notes

Temperament, likes/dislikes, triggers: