

The Dog Trainer's Business Kit

Welcome! *The Dog Trainer's Business Kit* was created by Nicole Wilde, Certified Pet Dog Trainer, to make *your* life as a professional dog trainer easier. You will find ready-made forms and contracts that can be used as is, or with your company name and logo added. The kit is designed to help you create a professional image, keep your business organized, and free up your time so you can concentrate on helping dogs and their people. *The Dog Trainer's Business Kit* is extremely user-friendly; it all but fetches your slippers and wags its tail as you use it. *Enjoy!*

CONTENTS

Advance Questionnaires: **Client Information Form** (a five-page, in-depth questionnaire to be sent to clients before a scheduled appointment)

Behavioral Questionnaire (a five-page questionnaire that is specifically focused on behavior issues, to be sent along with the C.I.F. when applicable)

Contracts for Training Services and Liability:

Private Lessons
Group Lessons
Board and Train Services

Forms:

Phone Intake Form (two per sheet, designed to be hole-punched and kept in a loose-leaf binder, or cut in half and stacked for space-saving)

Client Intake Form (a one-page client information form to be hole-punched, kept in a binder and taken along to sessions)

Homework/Activities/Progress Chart (a versatile form with a variety of uses—see Forms folder Instructions file)

Client Handouts:

Crate Training/Housebreaking
Exercise
How to Stuff a Kong
Introduction to Clicker Training
Leadership Program
Leadership Versus Dominance (article)
Nutrition
Principles of Positive Training

Veterinary Forms:

Sample Cover Letter to Veterinarian
Sample Behavioral Assessment
Form: Cover Letter to Veterinarian
Form: Behavioral Assessment

Cover Letter/Behavioral Assessment to be sent to client's veterinarian, with permission, after conducting a session for a serious behavior issue such as aggression. Contains a completed sample assessment, and ready-to-use form cover letter and pre-formatted assessment.

All of these documents may be printed from your computer or attached to emails. To use a document as is, choose the .pdf version. (Use Adobe Reader to view .pdf files. Most computers already have this program, but if yours does not, go to www.adobe.com to download it free of charge.) If you wish to make changes to the text (for example, to add an extra clause to a contract) or to add your own company name/logo, choose either the Word version, or Pages (for Mac).

When working in Word, be sure to use the Page Layout view rather than the Normal view, or you will not be able to see the boxes and shading that appear on some of the documents. The buttons that control format view are located on the bottom left side of the screen in most versions of Word, and on the bottom right side in Word 2007.

In each file folder you will find a document entitled "Instructions." Read this document first for an explanation of the contents, as well as helpful tips for working with individual forms.

© 2008 Phantom Publishing. All rights reserved. This CD is intended for the sole use of the licensee. No part of this CD or its documentation may be reproduced, except as specified in product instructions, without the prior written consent of Phantom Publishing. Phantom Publishing, P.O. Box 2814, Santa Clarita, CA 91386. www.phantompublish.com.