



Adoption See Out Checklist

Before the new owner arrives:

- ☐ Adoption exam
- ☐ Fecal exam
- ☐ Bath

When the new owner arrives:

1. Paperwork:
 - a. Adoption contract (two pages)
 - b. New client form (if applicable)
 - c. Microchip registration form
 - d. Transfer pet to new owner in Cornerstone
2. Client paid via Square
3. Ask who the pet's regular veterinarian will be
 - a. If NAH: Schedule any needed follow up appointments
 - b. If another clinic: Fax records
 - c. Make sure the cornerstone vaccine reminders are correct!
4. Doctor discusses pet's medical treatment/needs with owner
5. Bring in the pet & take photo for Facebook
 - a. Email Facebook photo to
drcrutchfield@northwoodanimalhospital.com
6. Adoption Finalized Google Form