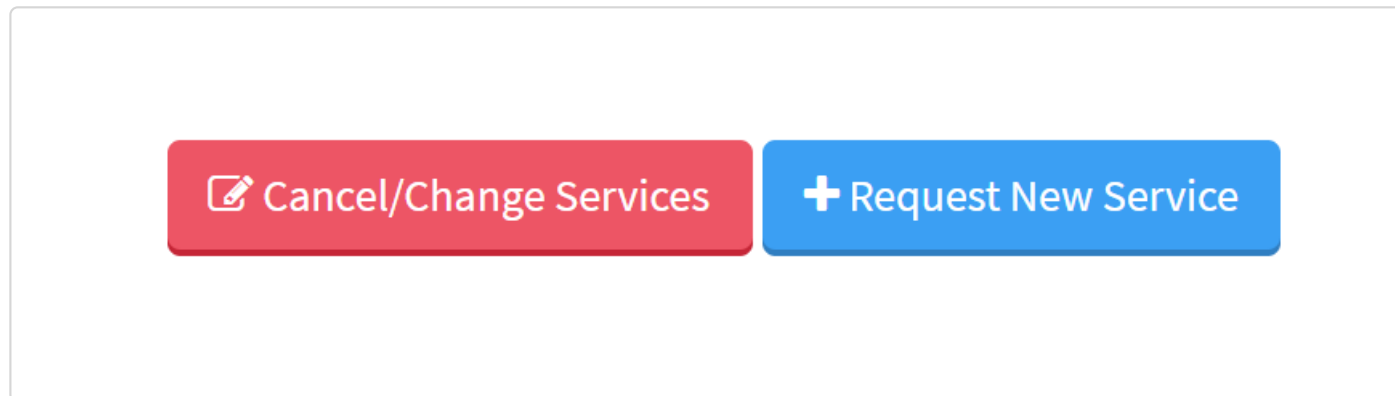


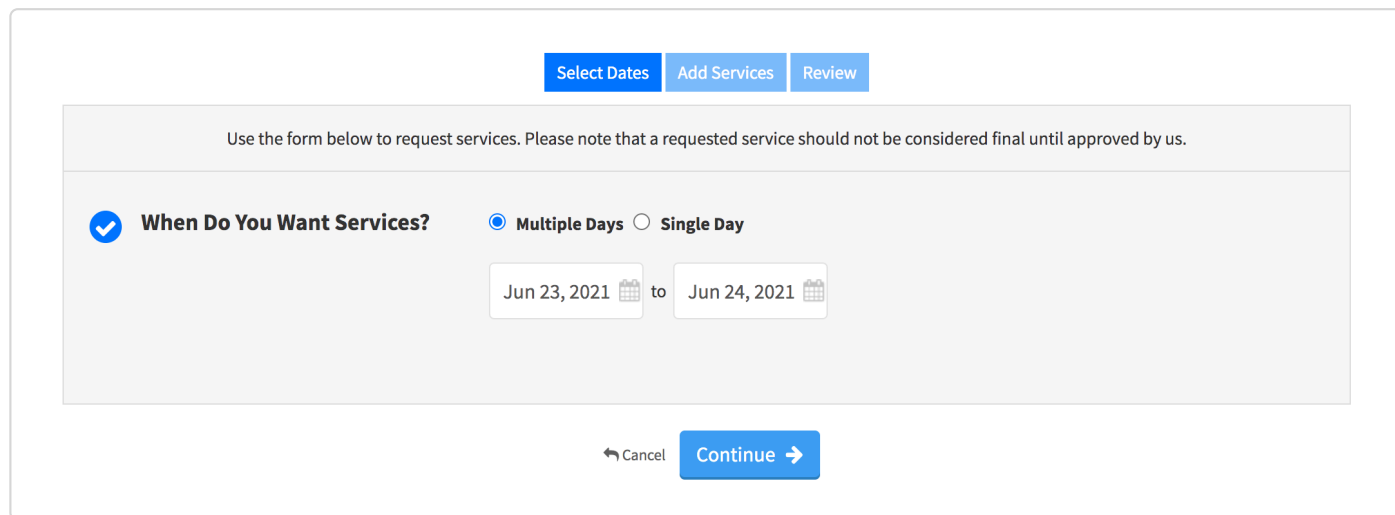
# Requesting Services

You can use your Client Portal to send us service requests. To start click on the "Schedule" link at the top of the page.

Click the "Request New Service" button.



You will now see a form where you can select the dates for your service(s). You can choose "Multiple Days" with a set date range, or "Single Day" with one date. Then, click "Continue."

A screenshot of a service request form. At the top, there are three blue buttons: "Select Dates", "Add Services", and "Review". Below these is a light gray box containing the text: "Use the form below to request services. Please note that a requested service should not be considered final until approved by us." The main form area has a question "When Do You Want Services?" with a blue checkmark icon. There are two radio button options: "Multiple Days" (which is selected) and "Single Day". Below the radio buttons is a date range selector showing "Jun 23, 2021" with a calendar icon, followed by "to", and "Jun 24, 2021" with a calendar icon. At the bottom of the form, there are two buttons: "Cancel" with a left-pointing arrow and "Continue" with a right-pointing arrow.

On the next screen, you can select the Pets on the visits, as well as the service needed:

**Select Pets For Service**  
Make sure your [pet details](#) are up to date

Kevin  Fidof  Joey the Cat

**Service Requested**  
View all [service details](#)

Select  time blocks

- Select a service
- Cats
  - 20 Minute Cat Visit
- Other Services
  - 25 Minute Dog Walk
  - 30 Minute Dog Walk (HALF HOUR)
  - Pet Sitting | 30 Minutes
  - Boarding - Night Only

Next, you can select the schedule blocks you need for this service on each day. Please be aware that not all services are available in all schedule blocks.

**Service Requested**  
View all [service details](#)

20 Minute Cat Visit

📅 Wednesday Jun 23rd, 2021

Morning (7:00 AM - 9:00 AM)  Late Morning (10:00 AM - 12:00 PM)  Afternoon (1:00 PM - 5:00 PM)

Evening (9:00 PM - 12:00 AM)

📅 Thursday Jun 24th, 2021

Morning (7:00 AM - 9:00 AM)  Late Morning (10:00 AM - 12:00 PM)  Afternoon (1:00 PM - 5:00 PM)

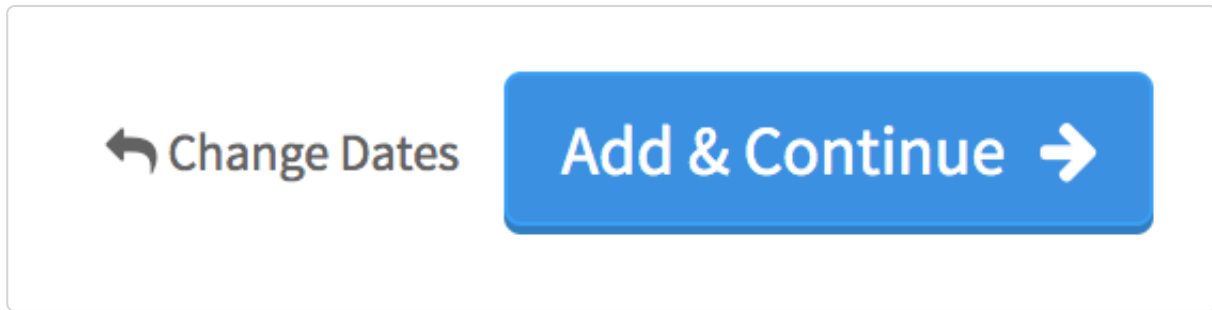
Evening (9:00 PM - 12:00 AM)

Lastly, you can add any extra comments or notes for your pet care pro.

**Any Extra Comments?**

Thank you!

When you are ready to review all of the services you have requested, click the "Add & Continue" button.



The next screen is where you can review all of your requests, add more services to your order, or finalize/submit your service order request.

